



USER GUIDE

Version 1.0

Agency Platform
Drupal Content
Management
Information



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For step-by-step videos of some Drupal topics, you may reference ADOA-ASET's YouTube Channel:

<http://www.youtube.com/user/ADOAASET>

1 OVERVIEW

1.1 WHAT IS DRUPAL?

Drupal is a free and open-source content management framework. It's a multi-user, web development Content Management System (CMS) which features provide a webmaster with a diverse set of easy to use capabilities. It's used by thousands of high profile websites, including whitehouse.gov. Drupal is also a secure system which is regularly subjected to security testing by both the Drupal community and security experts around the world.

1.2 WHAT IS THE ADOA-ASET AGENCY PLATFORM?

A platform can be defined as a combination of hardware architecture and software framework which together provide a set of core, reusable capabilities and services. A platform also creates a base for other technologies or processes to be built. With that understanding, the ADOA-ASET Agency Platform is an open platform with documented interfaces. This open structure enables anyone to build on top of the platform and encourages data-sharing between agencies. The Agency Platform is flexible and extensible to integrate with other existing agency systems.

1.3 COMMON TERMS

BACKGROUND IMAGE – An image that is applied behind the main content area of the site. A background image can be applied in any theme available, but it is not required. If the option is to not have a background image, it will remain a solid color which is pre-determined by the color scheme selected.

BLOCK – This is a “box” on the site which can contain one or more pieces of content. These boxes can be positioned in different areas throughout the site and can be combined with pages, views, and in some cases context to create the overall layout.

CONTENT MANAGEMENT SYSTEM (CMS) - A computer program that allows publishing, editing, and modifying of content on a website within a collaborative environment.

CONTENT – Any information on your site. This can be displayed in a variety of different ways.

CONTENT TYPE – Format used to display information within the site. There are several different content types available, many of which are custom made for an individual site. Some of the most common ones

are: Blog, Resource, Profile, and Event Calendar.

ENVIRONMENTS (DEV/STAGING/PROD) – These are the different building areas your site will pass through during the migration process. The Dev Environment (<https://<agencyname>.devaz.gov>) is only accessible by the development team and is where the migration process begins. The content, layout, and configuration are all completed in Dev and then pushed into a Staging Environment. The Staging Environment (<https://<agencyname>.stagingaz.gov>) can be accessed by anyone who has the URL but is not searchable through search engines on the internet. This environment is used for User Acceptance Testing (UAT) and collaboration with your agency before the site is pushed to production. This environment also turns into a “practice” area or “sandbox” after the site is live. It can be used to get more familiar with Drupal and to test out changes to your site before applying them to the live site. The Prod Environment or Live Site (<https://<agencyname>.az.gov>) is the final product and will be visible to the public.

FOOTER - The footer contains settings for logo, site name, and slogan. It also contains a utility menu for site map, privacy policy, and a postcard containing agency contact info. “Follow” links contain optional agency social media connections.

GO LIVE – The day your site is pushed to production for the general public to view.

GOOGLE ANALYTICS – A service offered by Google to track the flow of visitors to your site and provide statistics on the data collected. To take advantage of this free service if you are not already signed up please contact ADOA-ASET.

HEADER – Top area on the site where agencies can upload a logo and/or display a site name and slogan. If no logo is selected, the State seal will appear by default.

HOME PAGE FEATURE - Customizable home page slide show.

NODE – Each individual piece of content within the site is considered a node. It records basic information about the content such as the author, what type of content was used, and when it was created.

NODE QUEUE – Allows for the manual sorting of nodes through a drag-and-drop interface.

POSTCARD - Displays agency contact and location information in the footer of each page.

POSTSCRIPTS – Highlight important or popular content or links. Four distinct boxes located at the bottom of the page just above the footer and postcard area. You can choose which pages these display on throughout your site.

PREFACES - Highlight important or popular content. Three distinct boxes located at the top of the site below the home page feature on the home page and below the sliver and header areas on all other pages. You can choose which pages these display on throughout your site.

RELATED TERM – Keywords used to organize content throughout the site. This is also referred to as Taxonomy.

SIDEBAR – A region on the site which refers to the area just to the right or left of the main content on each page. The area on the left is “Sidebar First”, the area on the right is “Sidebar Second”.

SLIVER - The sliver provides access to a directory of State Agencies, a comprehensive listing of State Services, and search capabilities across az.gov and collects full site analytics.

SOCIAL MEDIA – Networking sites such as Facebook and Twitter which can be linked to through the footer of your new site.

TAXONOMY - Keywords used to organize content throughout the site. These are also referred to as Related Terms.

VIEWS - Views is a powerful Drupal module that allows a content manager to list and organize content in a variety of ways by using fields and tags to filter, sort, and deliver the content to the user.

WEBFORM - Forms or questionnaires accessible to users which allow visitors to submit answers. Submission results and statistics are recorded and accessible to the editor and power user roles.

WHAT YOU SEE IS WHAT YOU GET (WYSIWYG) EDITOR – Pronounced wiz-ee-wig, this tool allows for user friendly editing within the site. It works similar to most word processing programs and allows users to see a close representation of how the content they are editing will be displayed before changes are saved.

1.4 USER ROLES

Drupal has two basic roles, anonymous users, and authenticated users. The State agency Drupal distribution adds three additional roles, editor, contributor, and power user. Each role is assigned a specific set of permissions. Permissions control what users can do on the site.

ANONYMOUS USER - This role is used for users that don’t have a user account or are not registered on the site. Anyone that visits a Drupal site is considered an anonymous user until they login.

AUTHENTICATED USER - This role is automatically granted to all logged in (registered) users. Therefore, all permissions assigned to the authenticated user role will apply to all registered users.

CONTRIBUTOR - The contributor only has permission to create and edit their own content and cannot publish content, edit content created by others, or make any configuration changes to the system.

EDITOR - The editor can create, modify and publish any content. They can also change appearance settings and modify the general contact information.

POWER USER - The Power User can do everything an editor can do. This role is designed for agencies with technical staff capable of performing some configuration and structural changes to the site.

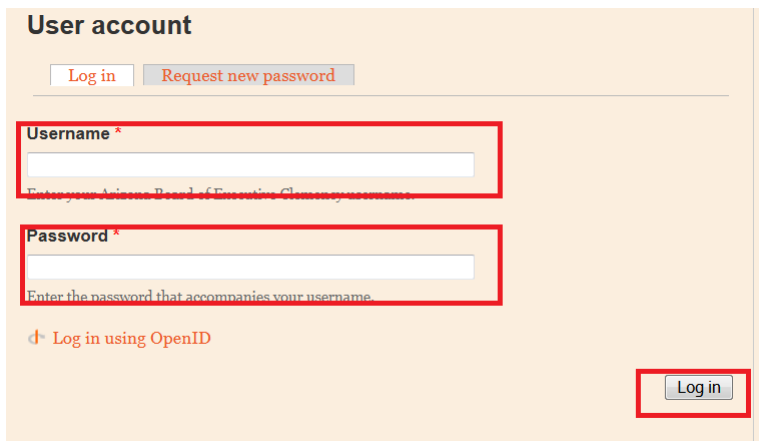
2 USER LOGIN

2.1 LOGGING IN

To get to the login screen for the website you will need to add “/user” to the end of your website’s URL.

For example: <https://boec.stagingaz.gov/user>

You will see a screen similar to this where you can enter your username and password and click “Log in”:



*Note: Your username will be the first initial of your first name followed by your last name, all in lower case. For example: John Smith’s username would be jsmith. You should have received an initial password, which you will also enter.

2.2 CHANGING YOUR PASSWORD

After logging in, you will need to change your password. Click the “Edit” tab below your username:

jlavinger

View

Edit

Follow

OpenID identities

Shortcuts

Track page visits

File browser

History

Member for

Next you will need to enter in your current password, your new password, a confirmation of your new password, and click save.

Username *

editor

Current password

E-mail address *

example@email.com

Password

Confirm password

Status

✓ Save

Cancel account

Password strength:

3 CONTENT MANAGEMENT

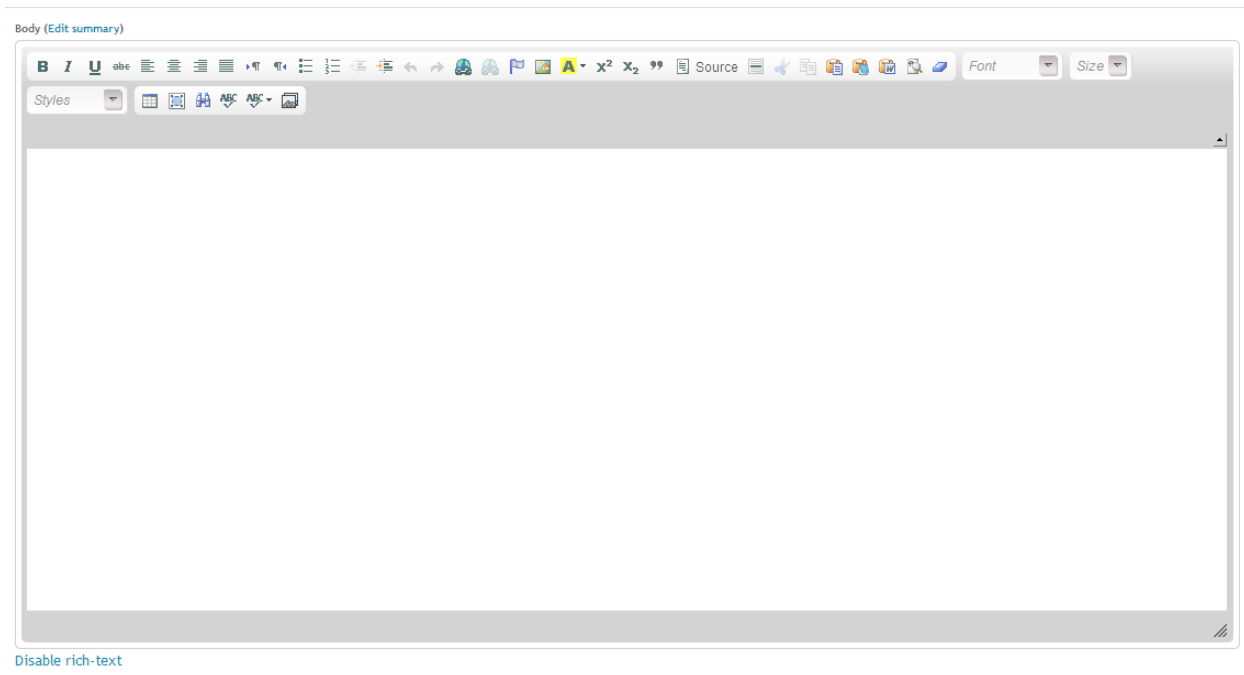
3.1 CONTENT OVERVIEW

This section outlines some of the things you will see on the new site. It will give you an overview of what these items are and how they are used. It also includes some general information that will be helpful when creating or changing content such as image sizes and common content types.

3.1.1 The WYSIWYG (What You See is What You Get)

The WYSIWYG (pronounced wiz-ee-wig) has been around since the mid-1990s and is still used today by people who need to edit website content without the need to know how to write code. It has especially served the non-developer quite well due to its simplicity in both presentation and application. Basically stated, it removes the editor from the code and presents their information in the exact format it would appear when the editing is complete. This allows you, the user, to realize the changes to the content before the changes are applied. For example, if you wanted to see what a bulleted list looked like before going through the button clicks of saving, you would simply select the list items and then click on the

bulleted list button.



Below are descriptions of each of the features of the WYSIWYG, in the exact order they appear (left to right).

- **Bold:** Pressing this button will create bold text when typing, or make selected text bold.
- **Italic:** Pressing this button will create italicized text when typing, or make selected text italicized.
- **Underline:** Pressing this button will create underlined text when typing, or make selected text underlined.
- **Strike-through:** Pressing this button will add a strike-through effect to your text, or make selected text strike-through.
- **Left, Center, Right Align, or Justify:** change the alignment of your text by pressing the desired button.
- **Text Direction from Left to Right** – This is the standard setting. As its name states, when you type, it will traverse from left to right.
- **Text Direction from Right to Left** – This will have the opposite results as the previous function.
- **Bulleted List:** a standard list with bullet points can be created by pressing this button and typing text. Each line return will create a new bullet point.
- **Numbered List:** a numeric list is created by pressing this button and typing text. By default, each line has a new number (e.g. 1, 2, 3, and 4); however, right clicking in the numbered list text will display a menu with an option “Numbered List Properties”. Choosing that option will give you the option to set multiple style types (e.g. Roman numeral, alphabetical, etc.).
- **Decrease Indent** – Put before a section of text, this will decrease its indentation.
- **Increase Indent** – Put before a section of text, this will increase its indentation.
- **Undo** – Undoes the previous action performed in the WYSIWYG.
- **Redo** – Redoes the previous Undo.

- **Link** – This will allow the user to apply hyperlinks, email links, relative links to selected text. There are advanced features located in this popup window.
- **Unlink** – Removes a link from selected text.
- **Anchor** – this will apply anchors to selected text that can be useful to prevent scrolling.
- **Image** – Insert an image. The preferred method for adding images is with the “Add Media” button. To edit an existing image, select the image with your mouse and press the Image button, revealing a dialog to modify properties like alt text, width, alignment, etc.
- **Background Color** – Put a background color around selected text or in a specific <DIV>.
- **Superscript** – Apply superscript to text, such as exponents, etc...
- **Subscript** – Apply subscript to text.
- **Block quotes** – apply block quotes to certain text or regions in the body. This will apply a default gray background color to the selected text, center the text, and then italicize it. It is handy for information that is quoted from other source material or to emphasize specific sections of text.
- **Source** – If you are good with HTML and need to tweak your content, this is a good place to edit the code that drives the body content and adjust as you see fit. As content is placed into the body section, HTML code will automatically be generated here, but it is not formatted like a standard webpage. It will be clumped together. This section is not recommended for anyone who is not proficient in HTML or web programming in general.
- **Insert Horizontal Line** – This inserts a horizontal line. Default color is black.
- **Cut** – This will cut selected text or objects from the body.
- **Copy** – This will copy selected text or objects from the body.
- **Paste** – This will reapply selected text or objects that were either cut or copied from the body, or are currently on your systems clipboard.
- **Paste As Plain Text** – This will perform the same function as paste, however, it will not carry with it the formatting that was copied from the original source material.
- **Paste From Word** – This will paste information you copied from a Microsoft Word document just as it appears in the word document.
- **Show Blocks** – When activated, this will display all markup tags such as <p> and <div> or any other container-like HTML tags.
- **Remove Format** – If you copy a portion of text from a Word document and realize that you don’t want the formatting, select the text and hit this button to remove it. This effectively removes all formatting, but will not remove any links you copy over (handy).
- **Font** – This will allow you to select your desired font.
- **Size** – This will allow you to change the size of your font.
- **Styles** – This will allow you to change the style of your font to something like Heading 1, Heading 2, Paragraph, etc...
- **Table** – Insert a table at the location of the cursor. Advanced features reside in the popup window.
- **Select All** – This will select everything in the body of the WYSIWYG.
- **Find** – If your content is long and you need to find a certain word or section, use this great

feature. It operates similarly to other ‘Find’ functions in Word and nearly every application that has a Find function.

- **Check Spelling** – Checks the spelling all text within the body.
- **Spell Check as You Type** – This will underline incorrectly spelled text as you are typing.
- **Add Media** - Add an image, document, or YouTube video to your document. Clicking this button will open a dialog for you to choose an existing file on the site (see the *File List* section above) or upload a new one. Depending on the file type, you will then be able to provide additional details before embedding the file into your document.

3.1.2 RELATED TERMS (TAXONOMY)

The related terms, also called the taxonomy, plays a very important role in the placement of items on the site. It is a field found on most content types and is pre-determined by the development team during the initial set-up of your site. You can locate terms associated with the different pages throughout your site in the “Content Guide” which was provided to you during training.

As an example let’s say you want to add a meeting for next month to your site. You have everything entered as you would like it displayed and remembered to publish it, but forgot to put in a taxonomy term. Even though you published the content, the site doesn’t know where to place it, so it does not display with the other meetings. If you edit the meeting and add the related term specified on the content guide, the site will know to place it on your meeting page, where you expected it.

3.1.3 IMAGE SIZES

The new site has many places for images to be displayed. You can edit any images on your site at any time, including adding new ones. One thing that needs to be considered when adding new images, is their size. There are several different sizes that should be utilized for optimal display throughout the site. The table below lists many of the sizes that should be used throughout the site:

Style	Name Size in Pixels (wxh)
Thumbnail	100 x 100
Site Logo Wide	240 x 80
Site Logo Square	80 x 80
Services	130 x 80
Right Sidebar Thumbnail	80 x 80
Medium	220 x 220
Media Gallery	165 x 125



List Page Thumbnail	95 x 95
Large	480 x 480
Home Page Feature	620 x 295
Content Detail Photo	285 x 214
Branded Government Background Image	2560 x 1700

Another important part of images, is their file size. This is especially true for the background image for your site. This section will guide you through how to re-size the dimensions and file-size of your image for optimal viewing within the new site.

Optimizing a Background Image using GIMP

Note: the same technique can be used for optimizing any image, just substitute the given resolution with the resolution of your image.

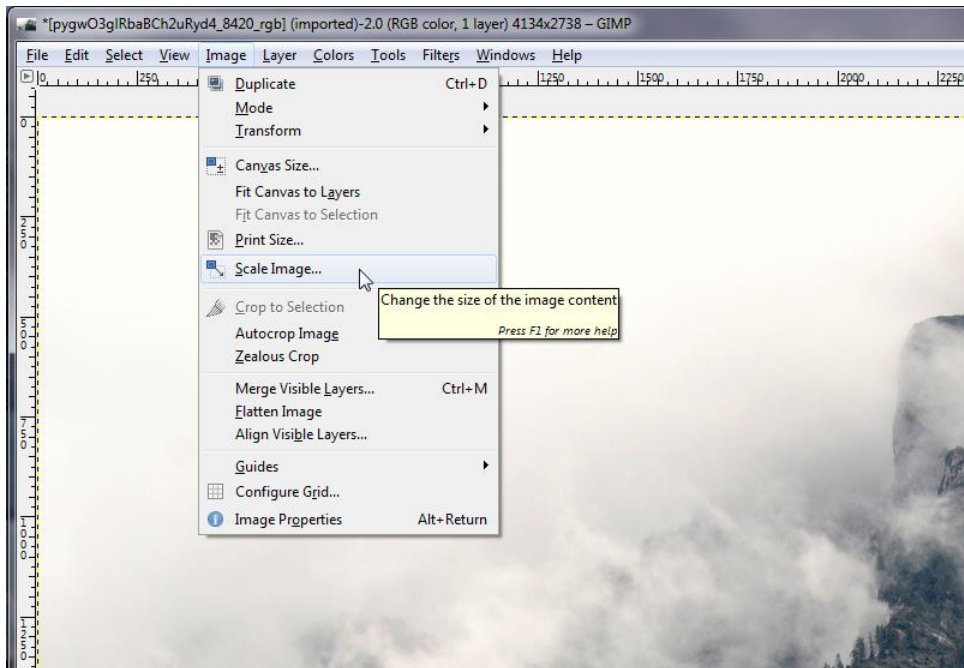
In this example I use the GIMP 2.8 (GNU Image Manipulation Program). It is a free open source program with a lot of the same capabilities as Photoshop, so if you already have that, there are most likely similar functions to what I show here. GIMP can be downloaded from <http://www.gimp.org/downloads/>.

Click where it looks like this:

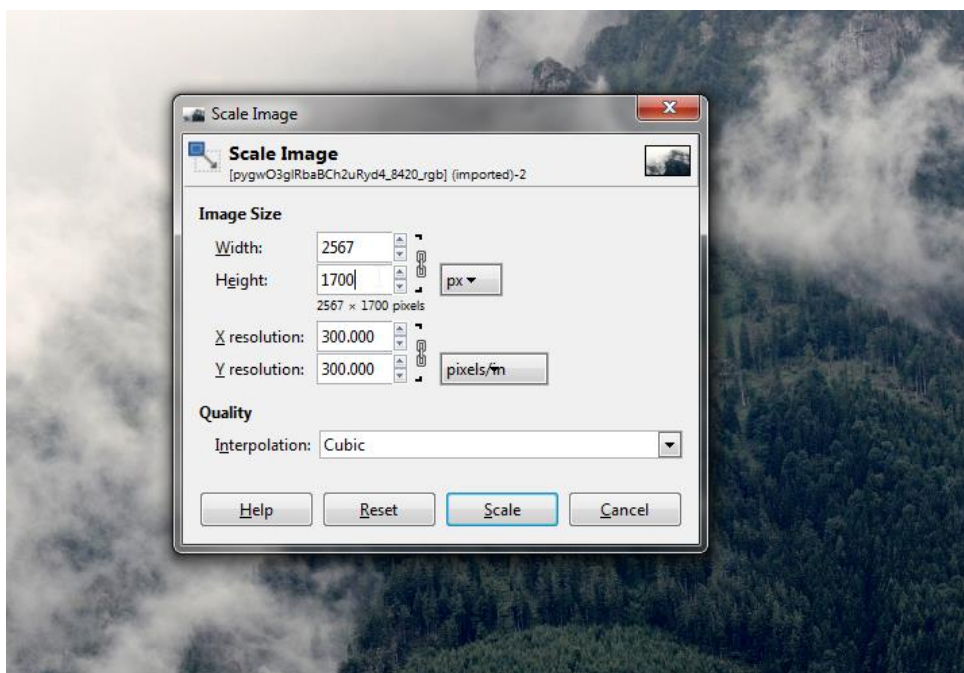
Download GIMP 2.8.10

The installer will probably ask whether to install the 32 bit or 64 bit version. If you know your system is 64 bit, go ahead and select that. If you aren't sure, install 32 bit, it will work on any Windows computer, but 64 bit GIMP won't work on 32 bit Windows.

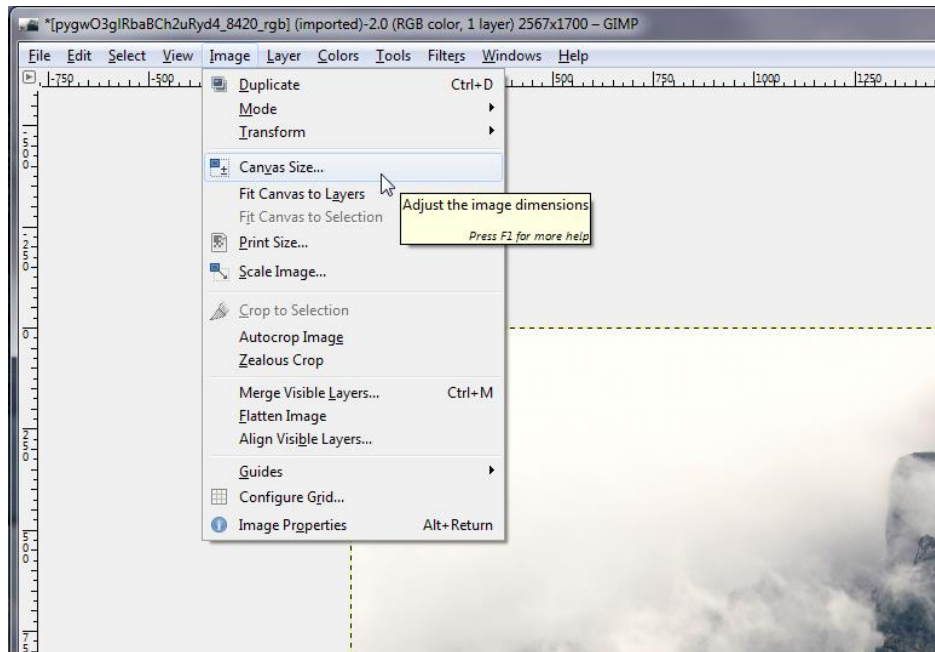
1. Resize the image. The image should ideally have a resolution of 2560 x 1700. Here's how to make sure of that. Open the Scale Image tool.



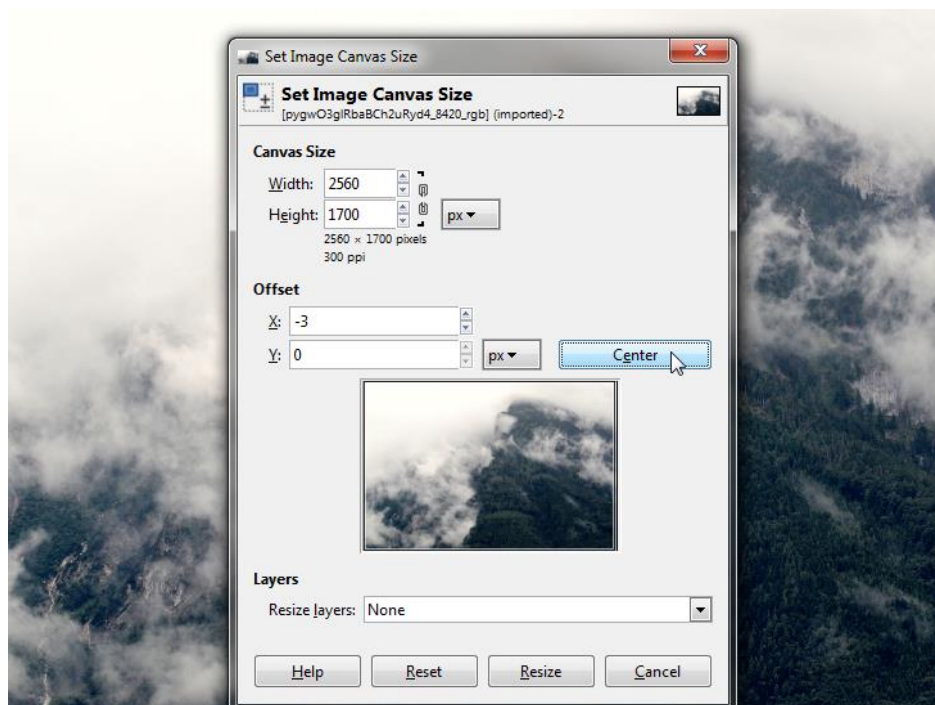
2. With the width and height ratio locked, set them so the smaller dimension is correct, and the larger one is too large, if they can't be both correct at the same time.



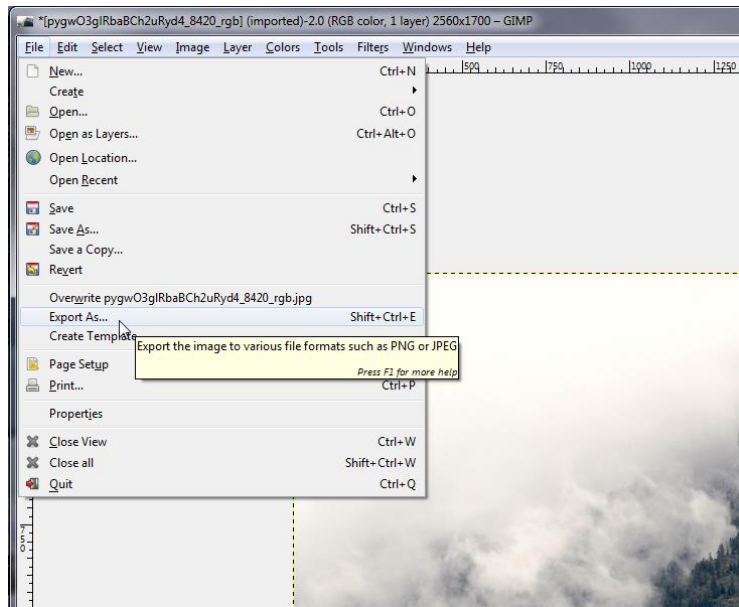
- Now set the remaining dimension. Open the Canvas Size tool.



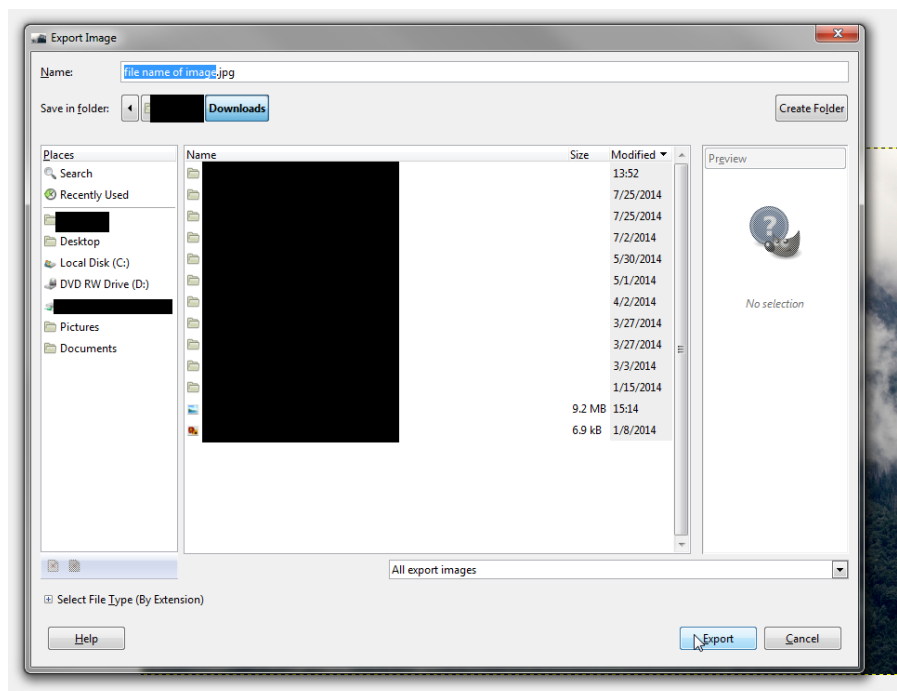
- With width and height ratio unlocked, should be unlocked by default, set the remaining dimension to the correct size, this will cut off the edges just slightly to make the size fit. Then adjust the centering of the image by dragging it in the preview or clicking "Center".



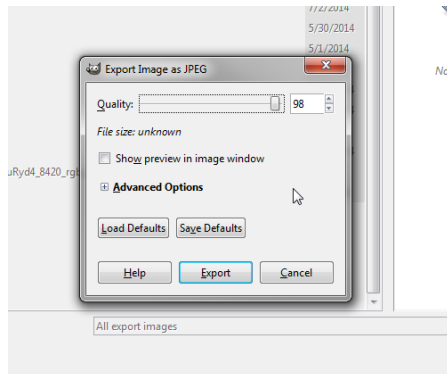
- Now the dimensions of the image are correct, so it's time to reduce the file size – which is independent from the image size – by exporting and using compression settings. Open the Export As window. (Save As in GIMP will only let you save in a special format that GIMP likes, so you have to Export to use the image on a web site)



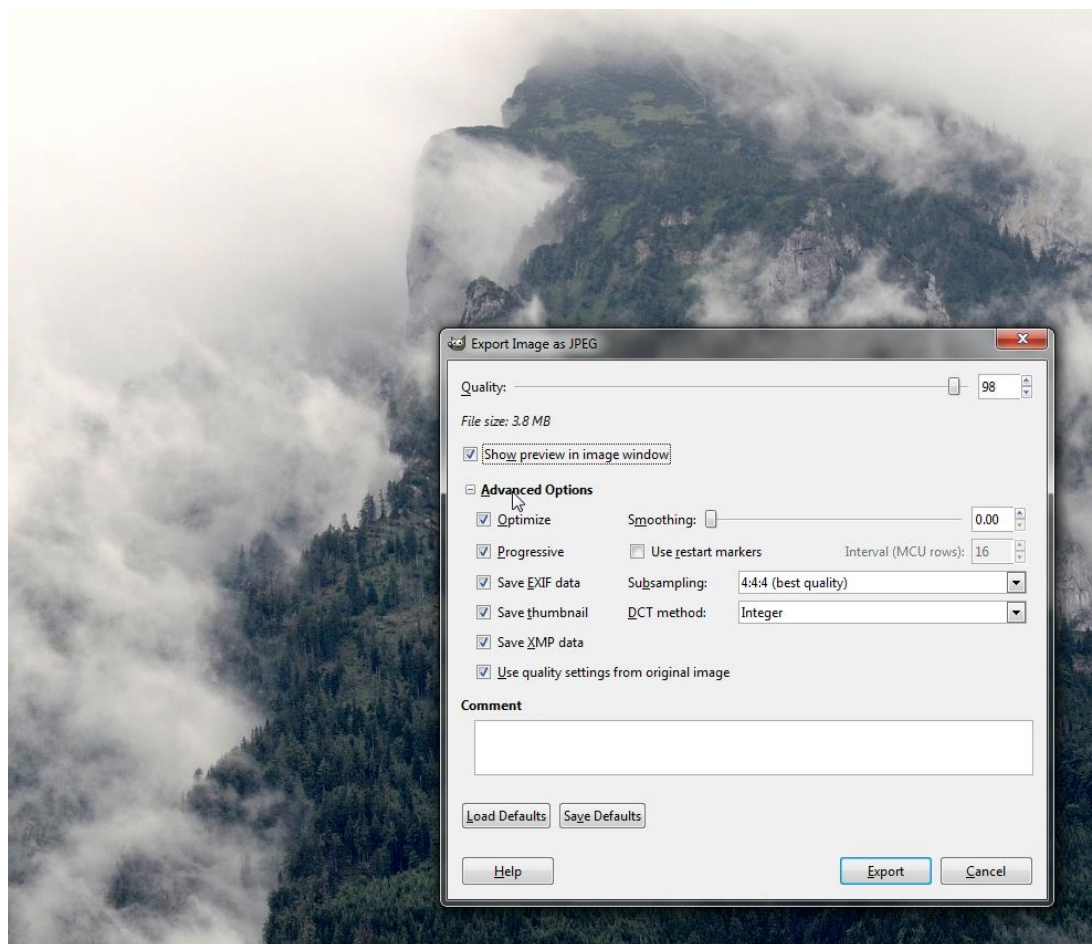
- Give the file a new name if you don't want to overwrite the old one, or put it in a different folder. Just make sure the extension on the end is ".jpg".



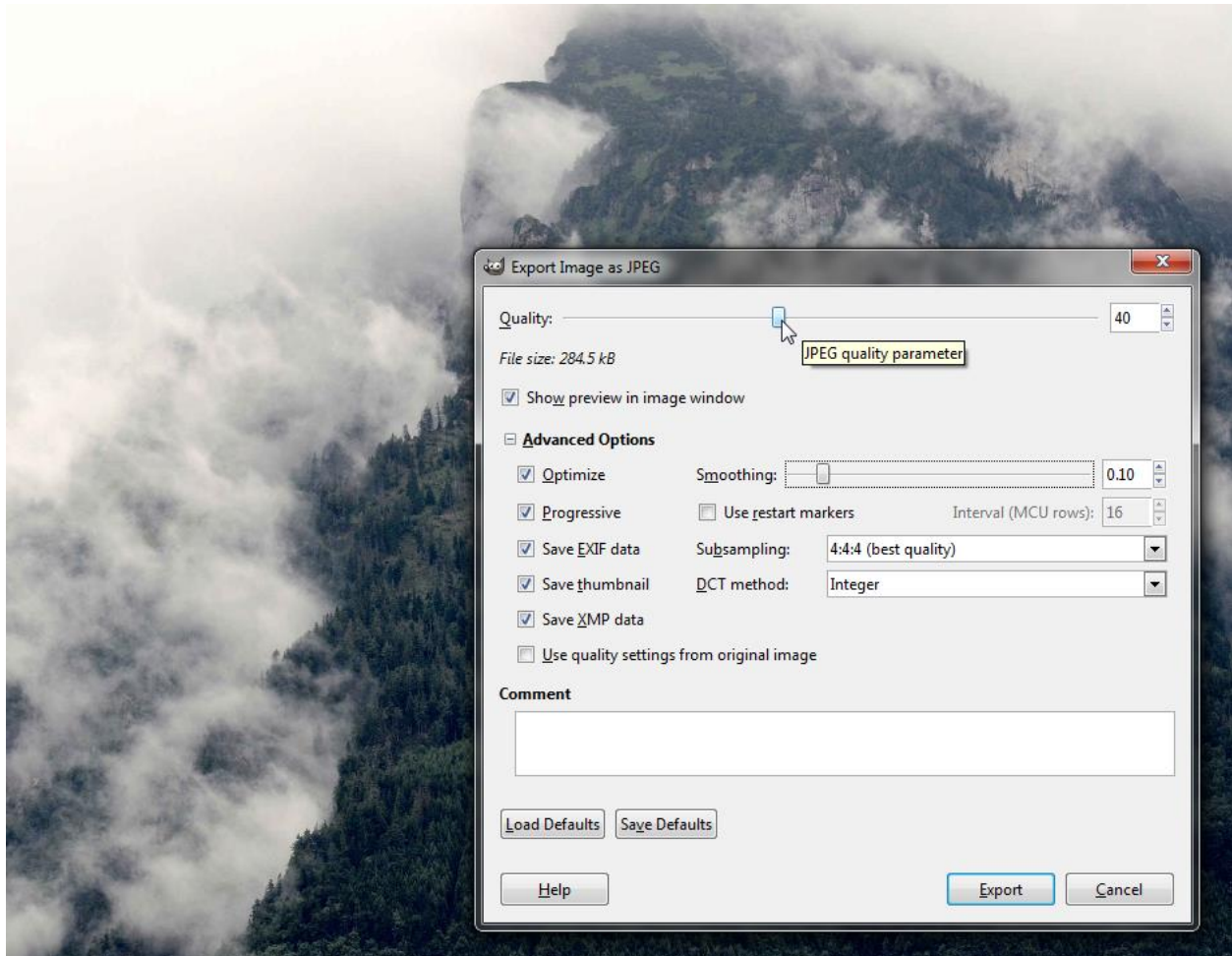
- The next screen has another Export button, but don't click it yet, this is where the optimization settings are.



- Click on the "Show preview in image window" check box so you can see a new window pop up with a preview of how the image will look after optimization. This will also change "File size: unknown" so that it will show you an updated file size.



9. 3 MB is too big, it'll take a long time to download that from the website. To reduce the file size, drag the "Quality" slider at the top down until you start to see the quality change, leave it just above where you see that change. 40 seems to be a good spot. The "Smoothing" slider can help reduce file size a little as well, but probably isn't as important.



10. Now click export and the new file should still be high quality enough that you can't tell much difference between it and the original, but will be much faster to view on the website.

3.1.4 CONTENT TYPES

There are many different content types in use throughout the various Agency Platform websites. Most have been custom created for your site. Please refer to your "Content Guide" to make sure you are using the appropriate content type for the page you wanting to add content to.

The customization of content types was determined by the development team and often times began as one of the default content types listed below. This overview should give you information about most of

the fields you will encounter when editing or adding content.

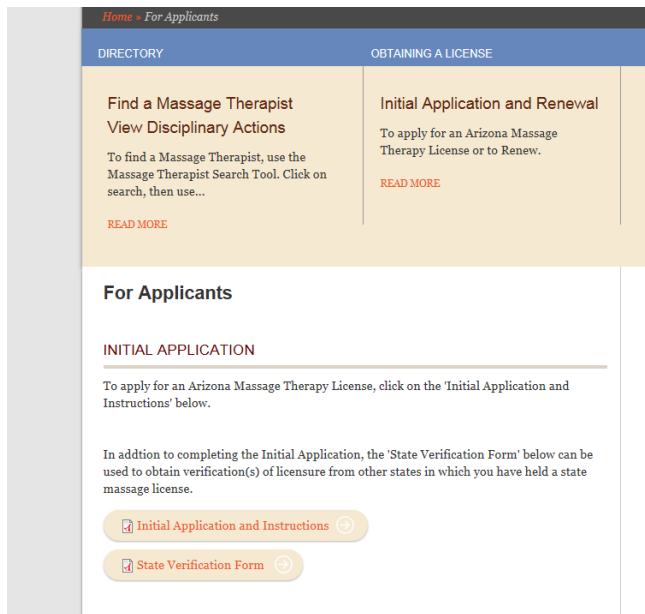
3.1.4.1 **RESOURCE**

The “Resource” Content Type is used to provide useful tools or information to your site's visitors, such as instructions for filling out a form. Documents can also be added to this content type.

This content type utilizes the following fields:

- **Title:** the title that will be displayed at the top of the page.
- **Body:** a WYSIWYG text area that contains the entire content of the page.
- **Attachment:** a document, PDF, or other file that can be attached to the page.

The screenshot below is an example of how the Resource content type is displayed on the site.




3.1.4.2 **PROFILE**


The “Profile” Content Type is used to create a profile for a person, usually used for board members or staff members.

This content type utilizes the following fields:

- **Photo:** the individual’s photo (or generic image, if no picture is available).

Photo



 **ronpic.jpg** (60.89 KB) Remove

Alternate text

Title

- **Full Name, First Name, Last Name:** In most cases, the individual's full name is displayed on page, and the first/last names are used for sorting purposes.
- **Job Title, Organization, Department, Address:** additional fields that some pages may want to display

Full Name *

First Name

Last Name

Job Title






















Organization




































Department

Address

- **Biography:** a WYSIWYG text area that contains the entire individual's biography.

Biography (Edit summary)

B I U                     

Ron Myers has been a Constable in the Arrowhead Justice Precinct in Maricopa County, Arizona since 2001. Ron retired in 2000 from the Federal Bureau of Investigation as a Special Agent with 31 years of service and numerous commendations including a medal for bravery. Ron was involved in hundreds of felony fugitive arrests in his career with the FBI and was serving as the Principal Firearms Instructor for the FBI in Arizona at the time of his retirement. Ron is currently an Arizona Peace Officer Standards and Training Board certified Peace Officer and is a current NRA & POST certified firearms instructor who is still involved in firearms training. He has served as a volunteer Hearing Officer in Small Claims Court, as President of the Arizona Constables Association, a board member of the Arizona Association of Counties and as Chair of the City of Glendale Personnel Board. Ron is in his second year as Chair of the Constables Ethics, Standards and Training Board.

Ron holds a Bachelor of Business Administration from Little Rock University (now part of the University of Arkansas). He has been married to Judy for over 45 years and they have three grown children, two of whom are military veterans, and five grandchildren. Ron has resided in Glendale since 1977.

body div

[Disable rich-text](#)

Text format: Full HTML [More information about text formats](#)

- **Email Address, Phone Number, Secondary Phone Number, Cell Number:** additional fields that some pages may want to display
- **Leadership, Staff Member, Social Media:** additional fields, and a link to social media sites

Email Address

Phone Number

Secondary Phone Number

Cell Number

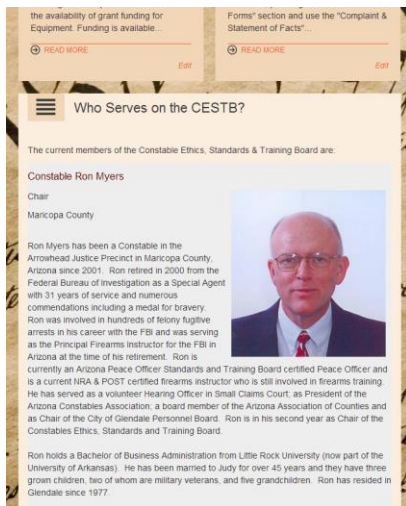
☐ Leadership

Associated User

☐ Staff Member

Social Media

The screenshot below is an example of how the Profile content type is displayed on the site.



3.1.4.3 EVENT CALENDAR

The “Event Calendar” Content Type is used to create events or other content that includes a date.

This content type utilizes the following fields:

- **Event Title:** the title that will be displayed on the event’s page.
- **Dates:** date or dates used for event. Dates field includes time, and can be a range of time, or a repeating event.

Dates

☐ Show End Date

Date

Time

☐ Repeat

- **Event Description:** a WYSIWYG text area that can contain information about the event.

Event Description (Edit summary)

B I U

Paragraph

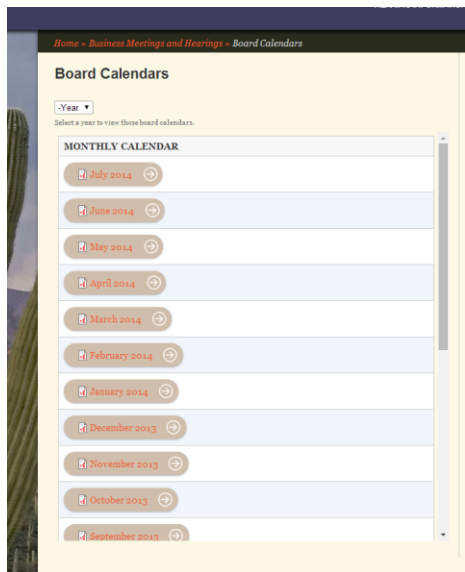
body p

[Disable rich-text](#)

Text format: Full HTML [More information about text formats](#)

- **Files:** a document, PDF, or other file that can be attached to the event.

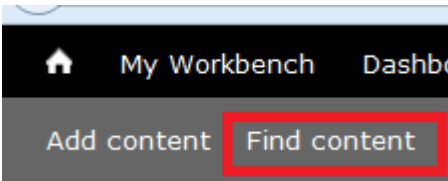
The screenshot below is an example of how the Event Calendar content type is displayed on the site.



3.2 FINDING CONTENT

All content that is on the site can be found through a search option in the “Find Content” section of the site. This is located in the toolbar at the top of the page. Use this function to find any content located on


the site.



This page lists all content with the most recently updated items at the top of the list. It gives general information about each of the items including the Title, Type, Author, Status, when it was last updated, and Operations to perform on it.

Title	Type	Author	Status	Updated	Operations
Test Welcome updated	Blog entry	jlavinger	published	2014-06-27 06:53	edit delete
C.T. Wright new	BOEC Profile	bsteckelberg	published	2014-06-17 15:48	edit delete
ADC Visitation Policy new	Event Calendar	bsteckelberg	published	2014-06-13 14:11	edit delete

There are several ways to search for content. You can look by status (published or not published), type of content, or search by title.


Content
+ Add content

Show only items where

status

any

type

any

Filter

Update options

Publish selected content

Update

1 2 3 4 5

Search by title

Search

Clear

Title

Test Welcome updated

C.T. Wright new

To edit a piece of content from this page you can either click on the title, or on the edit button under the

“Operations” column.

Title	Type	Author	Status	Updated▼	Operations
Test Welcome updated	Blog entry	jlavinger	published	2014-06-27 06:53	edit delete
C.T. Wright new	BOEC Profile	bsteckelberg	published	2014-06-17 15:48	edit delete

3.3 EDITING CONTENT

When you are logged into the website you will see several “Edit” buttons. These are there to make the process of editing content within the new site easier. If you see a document, text, image, or meeting that needs to be updated you can click on the Edit button, which is generally just to the lower right of the content.

Parole Rescission; and Parole Revocation requests. The Board also conducts hearings for clemency actions that include Pardon, Commutation of Sentence and Reprieve.

Edit

Test Welcome
This is an example of a new piece of content.

Edit

Clicking Edit will take you back to the content and allow you to make updates within it. If you want to update the text or other general information, simply make your adjustments and click “Save” when they are complete.



3.3.1 UPDATING DOCUMENTS

One of the most common updates to content is adding or replacing documents.

As an example, let’s look at a meeting which has just passed. An agenda had been added to the piece of content originally, however, now the minutes need to be added in its place. Click on “Edit” next to the meeting you have the updates for.

DATES

March 25, 2014 to March 31, 2014


Agendas


Edit

Once you are in the piece of content for the meeting, you should find a section for documents. It may be

called Files (as it is in this example), Agendas, Attachments, Minutes, or something similar. It should look like the screen shot below and have a place for “File information” and “Description.” The File information is the actual name of the document that is currently attached, the Description is what will be seen on the site. In this example we want to “Remove” the current agenda and “Add a new file” to upload the minutes. To remove the file, click on Remove. Another option available is to leave the document on the site, but not display it to visitors. To do this, uncheck the box below “Display.”

Files

txt, pdf, png, jpg, gif, doc, docx, pdf, rtf, wpd, ppt, pptx, xls, xlsx

File information	Display	Operations
<div><div><div></div><div>wireframes_Shell.pdf (26.88 KB)</div></div></div>	<input checked="" type="checkbox"/>	<div>Remove</div>
<div>Description</div> <div>Agenda</div> <div>The description may be used as the label of the link to the file.</div>		

Add a new file

Browse...

No file selected.

Upload

To upload the minutes, click “Browse” and find the file you want to upload. Click on it, and then click “Upload.” The file will show in a way similar to how the original document was displayed. Please make sure to fill in the “Description” area with the title of the document you would like to show on the site. Click “Save” at the bottom of the page.

3.3.2 UPDATING HOME PAGE FEATURES

The easiest way to edit this type of content is to search for it by content type by using the “Find Content” menu item in the toolbar. Choose the “Home Page Feature” option from the drop down list for type and then click “Filter.”

Show only items where

status

any

type

Home Page Feature

Filter

The results will display, and you can click on the Title or Edit to make updates. Once in the content page,

you can update the Title and Quick Summary sections. For the URL, you will need to find the location of the page you would like to link to within the site. Once you have the full URL you will need to remove everything that comes before the first “/.”

For this example the full URL is: <https://boec.stagingaz.gov/hearing-information>


URL *


hearing-information

*Note: If you are using a link that is not on your site (i.e. <https://az.gov>), please use the full URL.

If you would like to update the image you will need to “Remove” the one that is currently on the site. You can then Browse and Upload the image you would like to show on the page. Once the image is uploaded, you need to enter in “Alternate text” – **This is mandatory for 508 compliance**. You can also enter in a “Title” which will be visible to visitors as they hover over the image.

Feature Image





stock-photo-37245260-question-marks_2.jpg (143.03 KB)

Remove

Alternate text

Hearing Information

Title

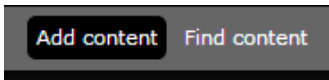
Hearing Information

Click “Save.”

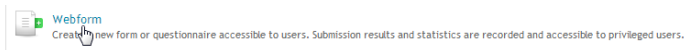
3.3.3 WEBFORMS

3.3.3.1 SETTING UP A WEBFORM

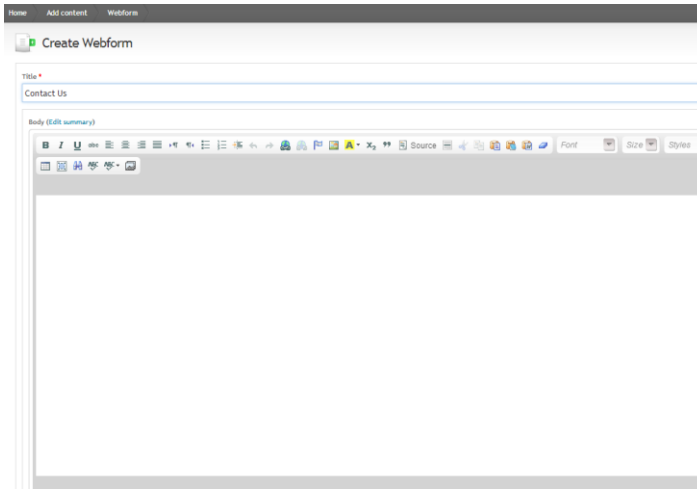
Select “Add Content” in the shortcuts bar.



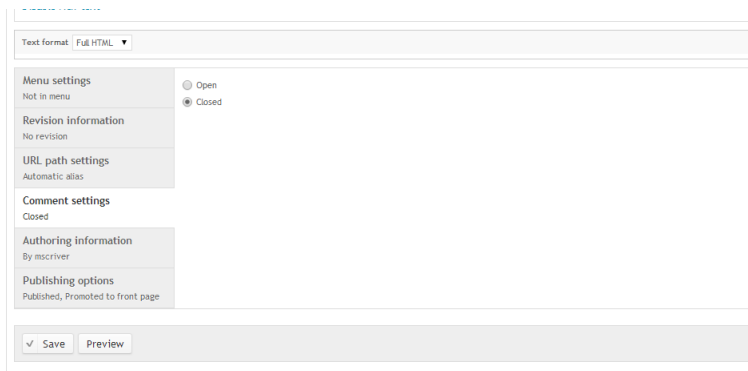
From the Add Content Page select “Webform” towards the bottom of the page



Add a title to the webform (i.e. Contact Us)

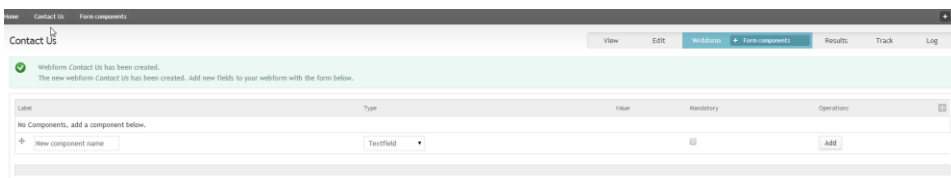


Check to make sure that comments are set to “closed” and then set the URL alias if needed then click Save.



3.3.3.2 **FIELD OPTIONS**

The next page shown will allow you to add fields to your webform

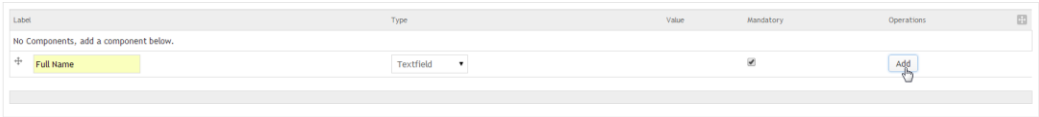


You can add a name to each field (i.e. Full Name, Address, Email etc) under the label heading. These field names will be displayed on the form itself to let users know what data should be

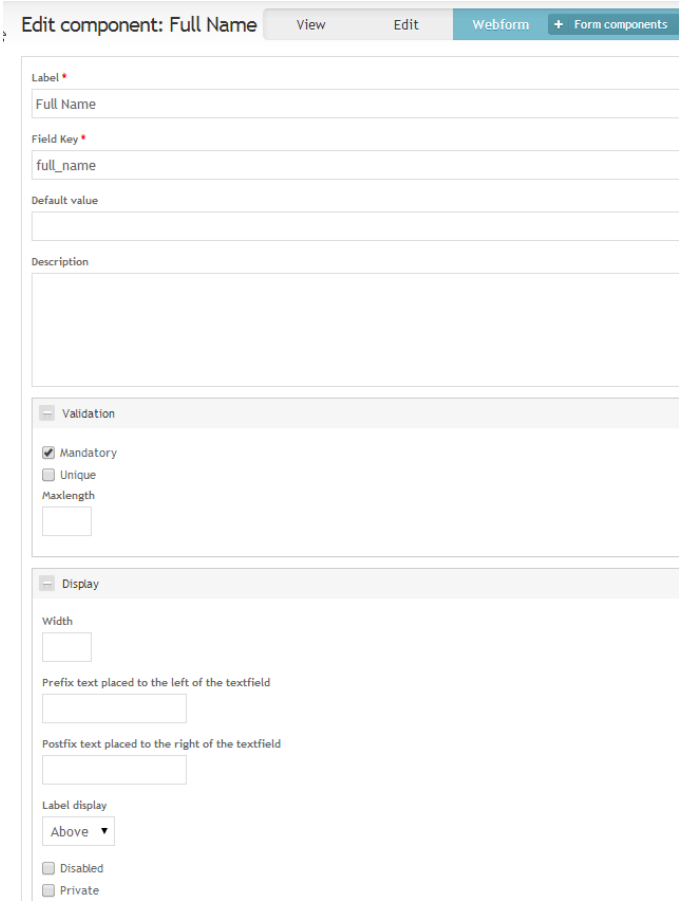
entered in each data input.

The allowed fields in a webform are: *date, email, fieldset, file, grid, hidden, markup, pagebreak, select, textarea, textfield, and time.*

After labeling your field, choose what “type” of field you would like and decide if it should be required or not by selecting “mandatory” then click “add” to add that field to your webform.



The next screen shown is the Edit component window many options are available here; Scroll over each option as they all display helpful tooltips to explain what they accomplish.



After you have the fields you would like added, you can rearrange their display order by dragging the crosshair next to the label field to the appropriate position. Then when everything is in the right order click Save.

Label	Type	Value	Mandatory	Operations
+ Full Name	Textfield	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Email Address	E-mail	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Phone Number	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
Drag to re-order	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
+ New component name	Textfield		<input type="checkbox"/>	Add

3.3.3.3 EMAIL SETTINGS

In order to send an email notification for the webform, it needs to be added by hovering over the “Form Components” and clicking on “E-mails”.

Contact Us
View Edit Webform **Form components** Results Track Log Devel

+ E-mails

Label	Type	Value	Mandatory	Operations
+ Full Name	Textfield	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Email Address	E-mail	-	<input checked="" type="checkbox"/>	Edit Clone Delete
+ Phone Number	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
+ City	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
+ New component name	Textfield		<input type="checkbox"/>	Add

Set the address to the email you wish to receive notifications on then click add.

Contact Us
View Edit Webform **+ E-mails** Results Track Log Devel

E-mail to
Subject
From
Operations

Currently not sending e-mails, add an e-mail recipient below.

Address:

Component value:

▼

On the next page you are able to set the email header details including the email subject, “from” email address, and the “from” email name with three different choices default, custom, or a component field of the form.

Contact Us
View Edit Webform + E-mails

E-mail to address

☒ Custom: sitesemail@example.com

☐ Component: Email Address ▼

E-mail header details

E-mail subject

☒ Default: Form submission from: Contact Us

☐ Custom:

☐ Component: Full Name ▼

E-mail from address

☒ Default: admin@example.com

☐ Custom:

☐ Component: Email Address ▼

E-mail from name

☒ Default: Arizona Automobile Theft Authority

☐ Custom:

☐ Component: Full Name ▼

Towards the bottom of the page you are allowed to modify the email template with custom text or “Token Values”.

E-mail template

An e-mail template can customize the display of e-mails.

Default template ▼

Submitted on %date
Submitted by user: %username
Submitted values are:
%email_values

The results of this submission may be viewed at:
%submission_url

Token values

Included e-mail values

✓ Save e-mail settings

Once you have completed making changes make sure to click “save e-mail settings”.

3.3.3.4 RESULTS

Click on the Results Tab for available options to view and download the submissions.

Contact Us
View Edit Webform + E-mails Results Track Log Devel

✓ Email settings added.

E-mail to	Subject	From	Operations
sitesemail@example.com	Form submission from: Contact Us	"Arizona Automobile Theft Authority" <admin@example.com>	Edit Delete

Address: email@example.com [Add](#)

Component value: Email Address ▼

Once on the results tab you can:

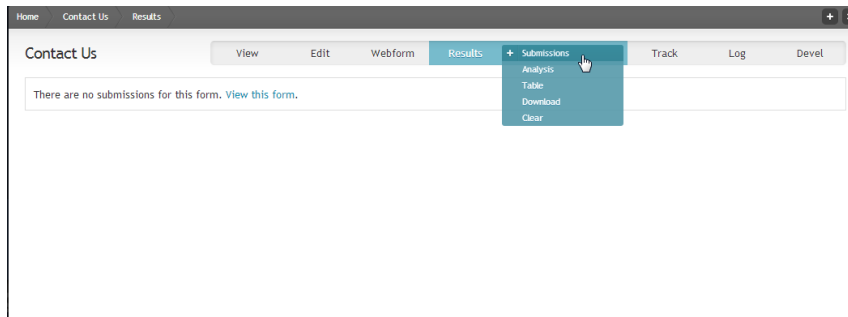
View Submissions

View an Analysis of submissions

View a Table of submissions

Download the Submissions in a CSV/Excel spreadsheet

Clear (delete) all the submissions (Role Restricted options)



3.3.3.5 CAPTCHA (Power Users Only)

In order to enable CAPTCHA on the webform, you need to first find out what the node ID is for the form. Scroll over the edit tab on the form and look for the URL at the bottom of the page and note the node ID. In this case its node ID is 430.

[Home](#) » [Contact Us](#)

Contact Us

[View](#)
[Edit](#)
[Webform](#)
[Results](#)
[Track](#)
[Log](#)

Full Name *

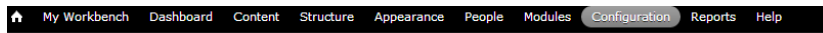
Email Address *

Phone Number

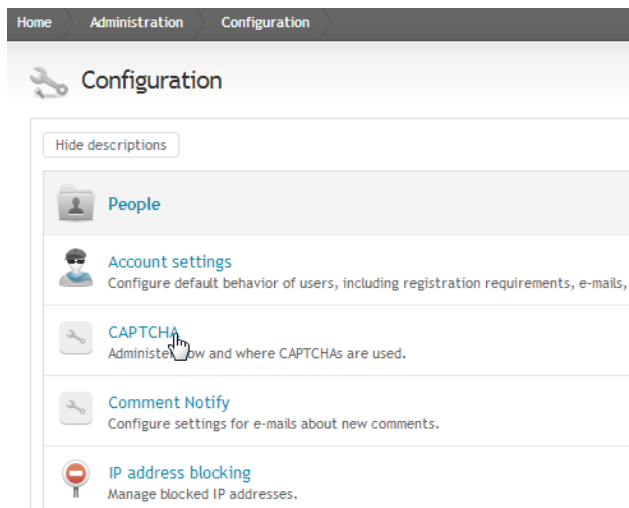
City

<https://aata.devaz.gov/node/430/edit>

Click on Configuration in the Administration Bar.



From the Configuration Menu, click on CAPTCHA



Add to the form_id in the table this text “webform_client_form_430” (replace 430 with **your** own webform Node ID). Then switch the Challenge type to “Image (from module image_captcha).

CAPTCHA

A CAPTCHA can be added to virtually each Drupal form. Some default forms are already provided in the form list, but arbitrary forms with the [Skip CAPTCHA permission](#) won't be offered a challenge. Be sure to grant this permission to the trusted users (e.g. as a user without the [Skip CAPTCHA](#) permission (e.g. as anonymous user).

Form protection

Select the challenge type you want for each of the listed forms (identified by their so called *form_ids*). You can easily add arbitrary forms with the [administration links to forms](#) below.

Default challenge type
Image (from module image_captcha) ▼

form_id	Challenge type
webform_client_form_233	Image (from module image_captcha) ▼
webform_client_form_427	Image (from module image_captcha) ▼
webform_client_form_428	Image (from module image_captcha) ▼
webform_client_form_429	Image (from module image_captcha) ▼

☐ Default challenge on non-listed forms.
☐ Add CAPTCHA administration links to forms
☐ Allow CAPTCHAs and CAPTCHA administration links on administrative pages

CAPTCHA placement caching

☒ Add a description to the CAPTCHA

Challenge description
 This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Default CAPTCHA validation
☐ Case sensitive validation: the response has to exactly match the solution.

There are other settings at the bottom of this page that you may want to review. Once you have completed/reviewed the settings click “Save Configuration”. One thing to note is that CAPTCHA does not show up from a logged in view, so to make sure it’s enabled logout and navigated to appropriate page to confirm its working.

3.3.4 UPDATING NODE QUEUES


Node Queues are used to rearrange the order of the content on a page within your site. The initial set up of a node queue is something that can only be done through the power user role and those steps are covered later in this document in the [Nodequeue section](#). This section covers how to add new pieces of content to an existing nodequeue and how to adjust the order of items in a nodequeue.

3.3.4.1 Adding to a Nodequeue from the piece of content

1. Navigate to the piece of content you want to add to the Nodequeue
Here you have two options


Option 1

- a. Click Add to Queue (or whatever the link was named during setup)

 **Heather A. Duracinski**


[View](#) [Edit](#) [Track](#) [Nodequeue](#) [Log](#) [Devel](#)

LICENSING COORDINATOR

 heather.duracinski@psychboard.az.gov


[Add to Test queue](#)

- b. Once an item is in the queue to remove it all you have to do is click “Remove from Queue(or whatever the link was named during setup)

 **Heather A. Duracinski**

[View](#) [Edit](#) [Track](#) [Nodequeue](#) [Log](#) [Devel](#)

LICENSING COORDINATOR

 heather.duracinski@psychboard.az.gov

[Remove from Test queue](#)

Option 2

- a. Click the Nodequeue Tab at the top of the content

 **Heather A. Duracinski**

[View](#) [Edit](#) [Track](#) [Nodequeue](#) [Log](#) [Devel](#)

LICENSING COORDINATOR

 heather.duracinski@psychboard.az.gov

[Add to Test queue](#)

- b. Click “Add to Queue

Home

Heather A. Duracinski

Nodequeue

+

×

Heather A

View

Edit

Track

Nodequeue

Log

Devel

Title	Max nodes	In queue	Operation
Test	Infinite	Queue empty	Add to queue

c. to remove it from the Queue just click Remove from Queue

Home

Heather A. Duracinski

Nodequeue

+

×

Heather A

View

Edit

Track

Nodequeue

Log

Devel

Title	Max nodes	In queue	Operation
Test	Infinite	1	Remove from queue

3.3.4.2 Adding items through the Nodequeue its self

- Go to “Structure>Nodequeues”
- Select “View” on the Nodequeue you want to add to

Home

Administration

Structure

Nodequeues

+

×

Nodequeues

+ Add simple queue

+ Add taxonomy queue

List

Settings

Title	Max nodes	Subqueues	Operation
Document Queue	Infinite	4	View Edit Delete
Home Page Feature Rotator	Infinite	1 (Queue empty)	View Edit Delete
Test	Infinite	1 (Queue empty)	View Edit Delete

- Enter the Title of the piece of content
- This will give you a popup giving the Title and Nid
- Click this popup

Title	Author	Post Date	Position	Operations	Position	+
No nodes in this queue.						
Bob Bohanske, Ph. D.						
Bob Bohanske, Ph. D. [nid: 86]						
<div style="display: flex; justify-content: space-between; align-items: center; padding: 5px;"> ✓ Save Reverse Shuffle Clear </div>						

6. Click Add Content
7. Click Save

3.3.4.3 Rearranging your Queue

This is how you set what order the content will appear in the view

1. Go to "Structure>Nodequeues
2. Select "View" of the Nodequeue you wish to arrange
3. Rearrange the items using one of the below options
4. Click Save

Home Administration Structure Nodequeues
+ x

Nodequeues

+ Add simple queue
+ Add taxonomy queue

List
Settings

Title ▲	Max nodes	Subqueues	Operation
Document Queue	Infinite	4	View Edit Delete
Home Page Feature Rotator	Infinite	1 (Queue empty)	View Edit Delete
Test	Infinite	1 (Queue empty)	View Edit Delete

You have two Options from here to arrange your content

Option 1

Drag the crosshairs to the Left of the titles just like you do for menus or blocks.

Option 2

Click the Crosshair on the right and arrange them numerically.

Title	Author	Post Date	Position	Operations	Position
Bob Bohanske, Ph. D.	ddornbrack	06/13/2014 - 13:29	1	edit remove	1
John P. DiBacco, Ph.D.	ddornbrack	06/13/2014 - 13:37	2	edit remove	2
Joseph C. Donaldson	ddornbrack	06/13/2014 - 13:38	3	edit remove	3

Enter the title of a node to add it to the queue

Add content

✓ Save

Reverse

Shuffle

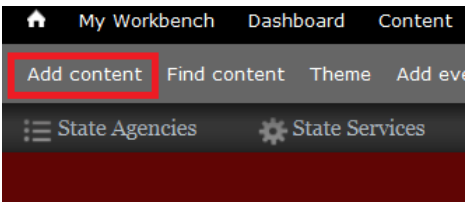
Clear

To remove an item from this queue simple click remove.

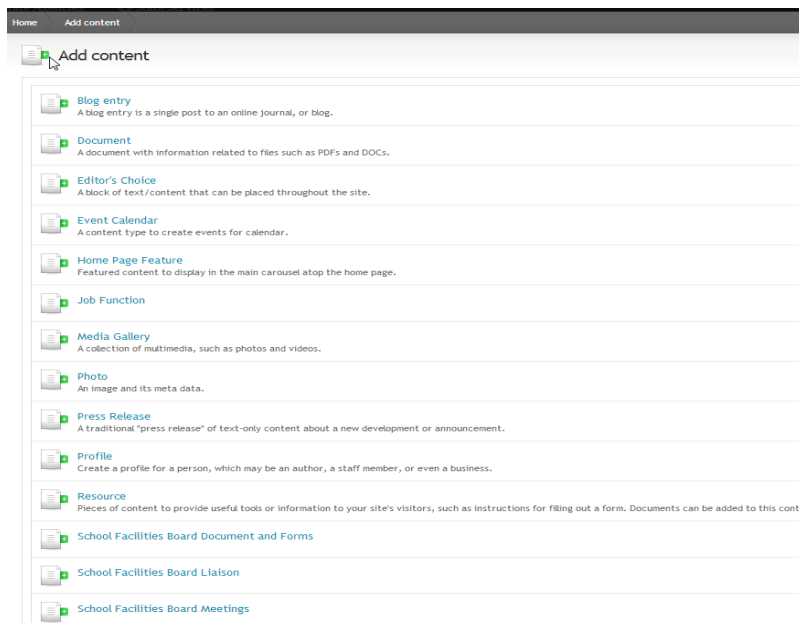
3.4 ADDING CONTENT

To add a new piece of content, you will need to reference your “Content Guide” which you have been supplied with. You will need to find the area within the website where you would like to add new content and find the corresponding section in the Content Guide. You will need the content type and related term found in the guide to add content. Once you have this information please follow the steps below.

At the top of your page you will see a toolbar. Click on “Add content.”



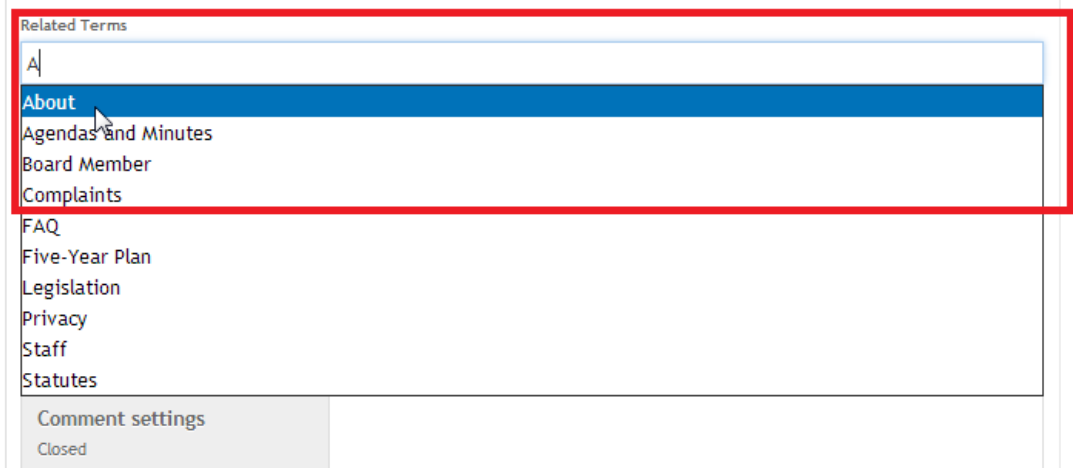
Select the content type you have identified from the content guide.



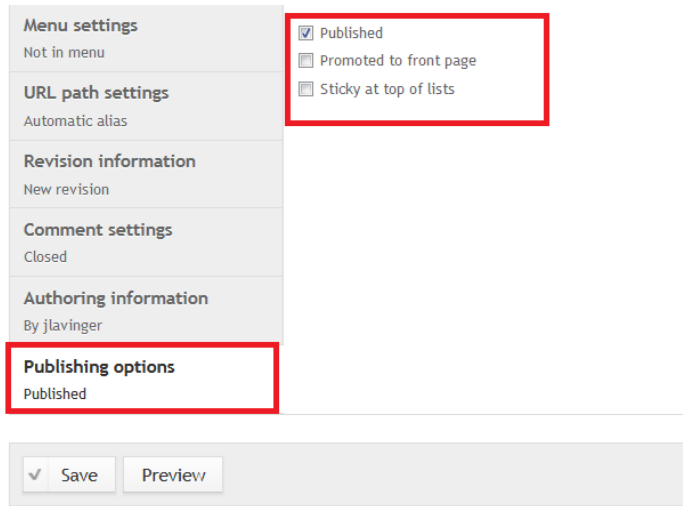
You will see a blank version of the content type selected. Please keep in mind that you do not have to fill in all of the fields, only the ones which pertain to the content you are entering. You may browse for files to add documents or images to attach, add text, hyperlinks, or images within the body area, or enter dates for new meetings. Each content type contains a different combination of fields, the example below is for a “blog.”

Towards the bottom of the page you will see an area for “Related Terms.” This is where you will use the related term from the content guide. You will only need to type a portion of the word, and then select the word from the list which appears. If a list does not appear for you to choose from, please ensure you

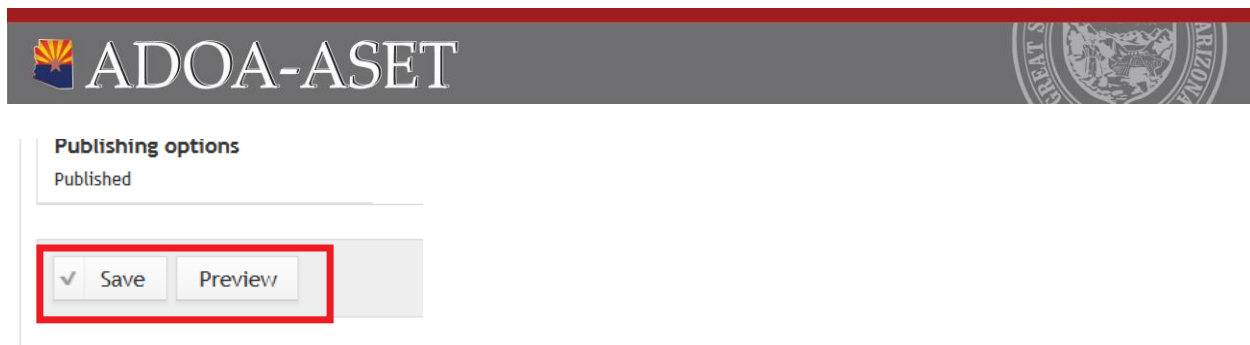
have the correct term and have it spelled correctly. This is how the website is pulling information into the correct place on the site, and the terms were entered previously to account for that.



The next step is to choose the appropriate option for publishing the content you are adding so that visitors to your site are able to see it. At the very bottom of the content you will find a grayed out section called “Publishing options,” please click on this. The list of publishing options will come up. Please reference your Content Guide once again for any possible special instructions on publishing (possibly using the “Promoted to front page” option for content located on the home page). If you don’t find any special instructions in the Content Guide, please only select “Published.”



At this point you can preview the piece of content you have added by selecting “Preview.” Keep in mind it may not look exactly like it will on the website. Once you have everything as you would like, please click on “Save.”



Once you have saved your content, the page will reload to show you the finished version of what you have just added to the site. To make sure it got added to the correct location within the site, please navigate to the page where you are expecting it to appear.

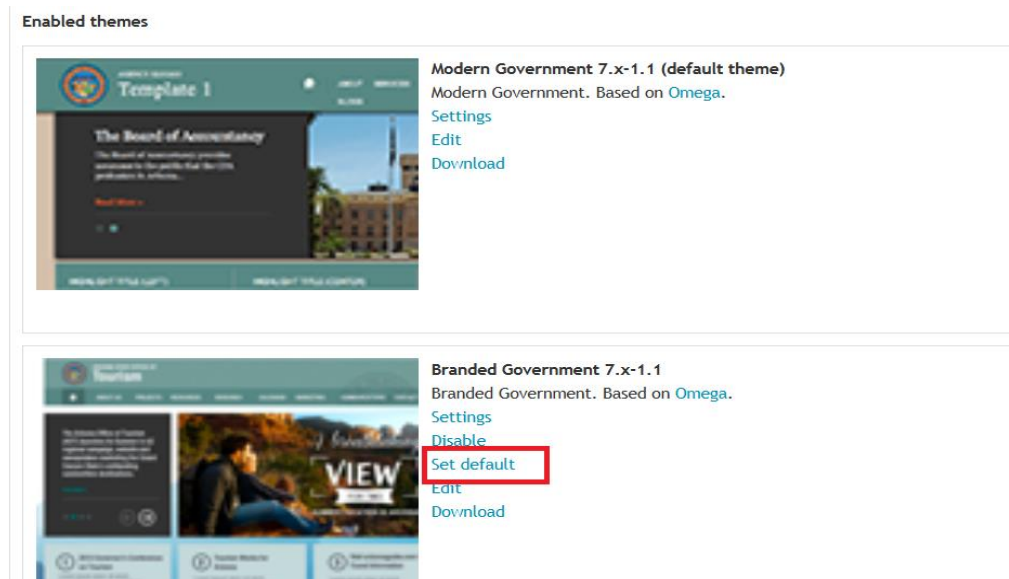
4 APPEARANCE SETTINGS

4.1 CHANGING THE THEME

One of the configuration options you have available is to change the theme. Go to the “Appearance” tab on the top toolbar.

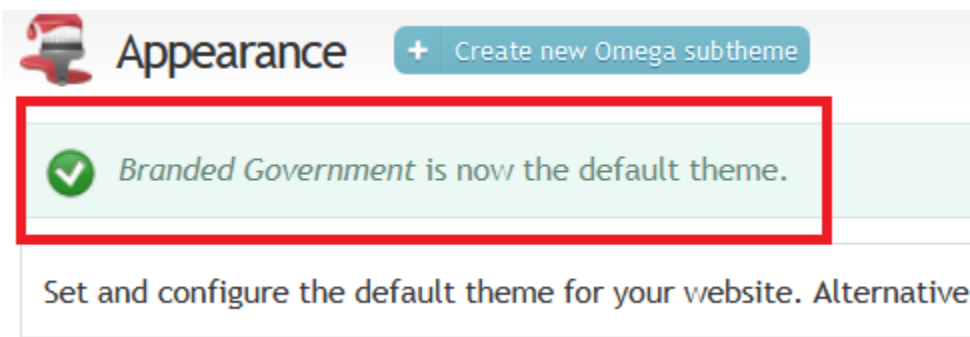


You will see a list of themes available to choose from, but please keep in mind that for most Agencies the only two that are available to you are “Branded Government” and “Modern Government.” The theme applied to your site currently will be the one on top. To change to the other theme, select the “Set default” option under the second theme in the list.



*Note: For some agencies the option of the “Commercial Theme” is available. To be eligible to use this theme you must have a publicly facing commercial site with a .com registration.

Once you click on “Set default” the screen will reload and have a message on the top of the screen:



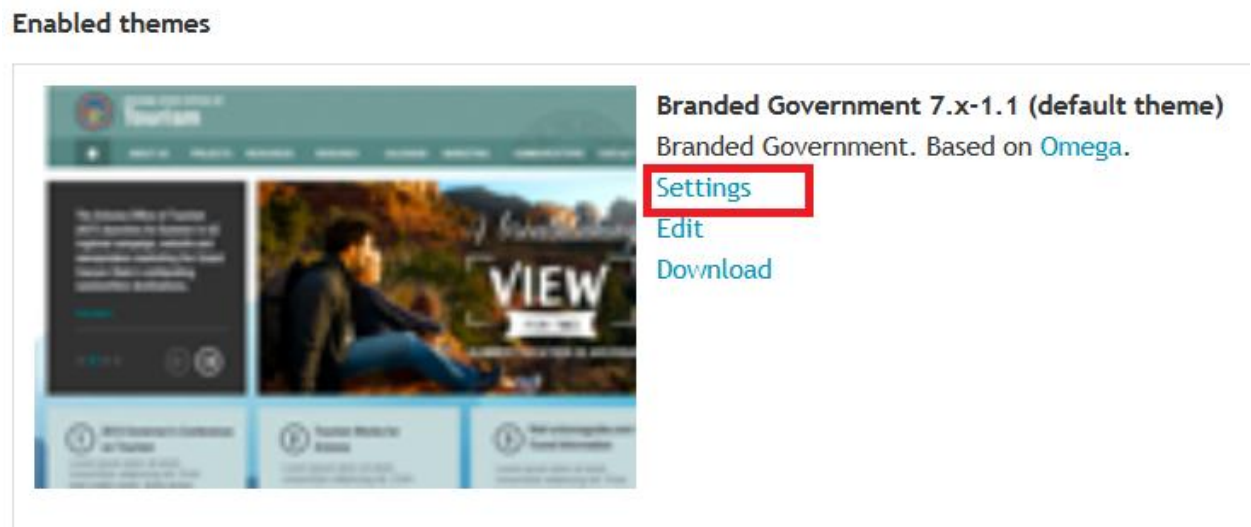
To see the newly selected theme click on the “Home” icon or click the X in the upper right of the “Appearance” screen.

4.2 CHANGING THE COLOR SCHEME

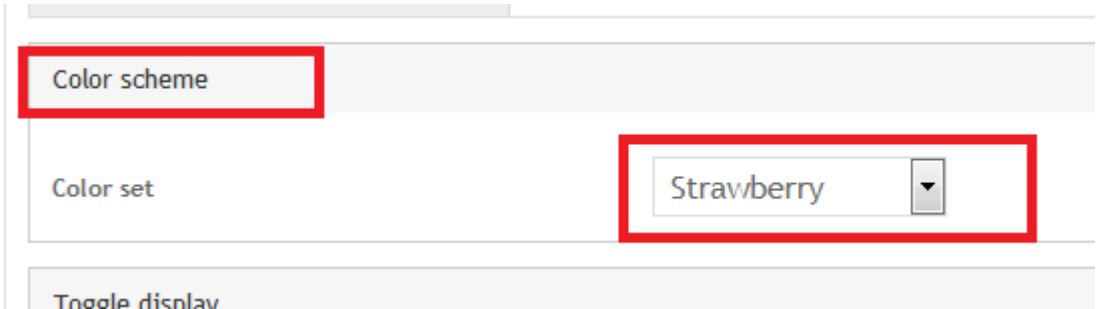
Another way to change the look and feel of your site is to change the color scheme. To do this you will go to the appearance tab in the tool bar at the top of your screen.



The top theme listed is the theme you are currently using for your website. Select “Settings” under that theme.



Once in the settings screen, scroll about halfway down the page until you see the “Color scheme” setting on the left hand side. Here you have a drop down menu with the color scheme options available. Select the one you would like and scroll to the bottom of the page and click on “Save configuration.”



*Note that the color scheme does not carry over between themes. If you switch themes but would like the same color, you will need to follow these steps again for that theme.


4.3 UPDATING POSTCARD INFORMATION

Each website is set up with a default “Contact Us” area on the bottom portion of each page. To make changes or updates to this information you will need to go to the “Appearance” tab in the tool bar at the top of your page.



You will find a list of the themes available for the website. The one listed at the top is the one currently being used on your site. Select the “Settings” option under this theme.

Enabled themes

	Branded Government 7.x-1.1 (default theme) Branded Government. Based on Omega . Settings Edit Download
---	---

At the very bottom of the page you will find the contact information for your Agency. Any updates to it can be made here. Click “Save configuration” when you are finished with any updates.

Footer "Contact Us" settings

If toggled on, the Contact Us block will be displayed.

☒ Display the Contact Us block in the footer

Title

Title Link

Agency Title

Address Line 1

Address Line 2

Phone Number

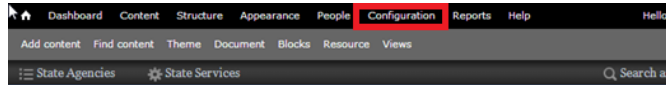
Fax Number

4.4 SOCIAL MEDIA LINK UPDATES (Power Users Only)

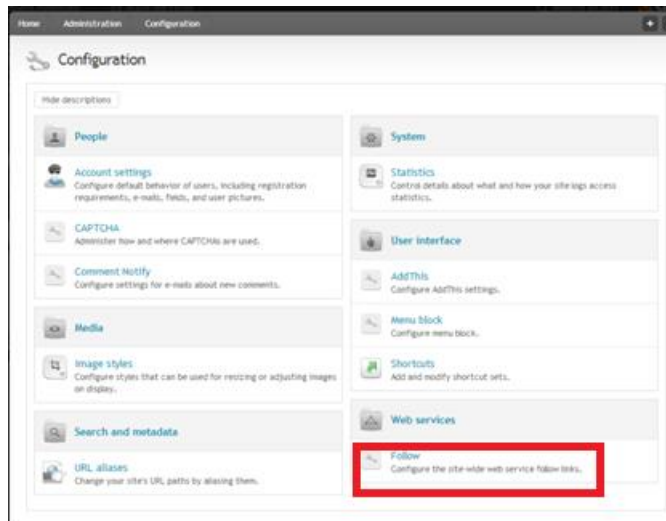
Many State Agencies have social media accounts set up. The new site has the capability of linking to

these accounts for easy connectivity for visitors to their site. This section runs through how to set up links in the utility footer area on the very bottom of the site.

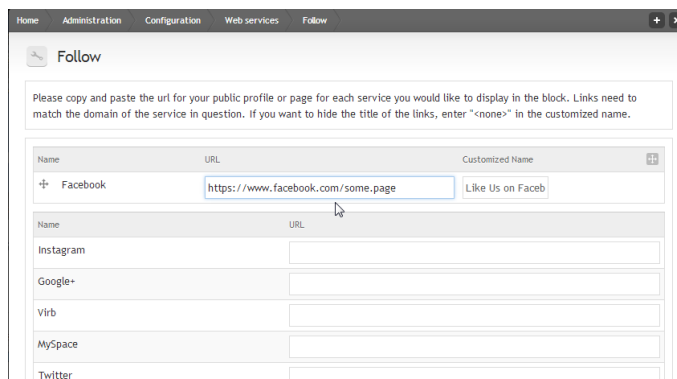
Social media links are added through the configuration on the administration bar.





On the configuration page, please click on the “Follow” link.




From here you can update the social media links. After you have completed adding the social media links you would like to, click the submit button at the bottom of the page.



Once added, you will need to configure the block (for more information on blocks please see page 44) under Structure > Blocks and look for the “Follow Site” block. Click “configure”. Set the Block title to <none> and the Region settings to “Footer Second”. Although these are the settings we recommend, they may not be a perfect fit for your site, adjust these block settings to meet your needs.


ADOA-ASET


Home
Administration
Structure
Blocks
Configure block


'Follow Site' block

Block title

Default block title
☐ Follow Arizona State Board for Charter Schools on
☐ Follow me on
☒ Follow us on
☒ User pages

Alignment

Vertical

Icon Style

Small

Region settings
Specify in which themes and regions this block is displayed.
Modern Government (default theme)

Footer Second

Rubik (administration theme)

- None -

Branded Government

Footer Second

Visibility settings

Pages
Not restricted

Content types
Not restricted

Show block on specific pages
☒ All pages except those listed
☐ Only the listed pages

5 STRUCTURE AND LAYOUT (Power Users Only)

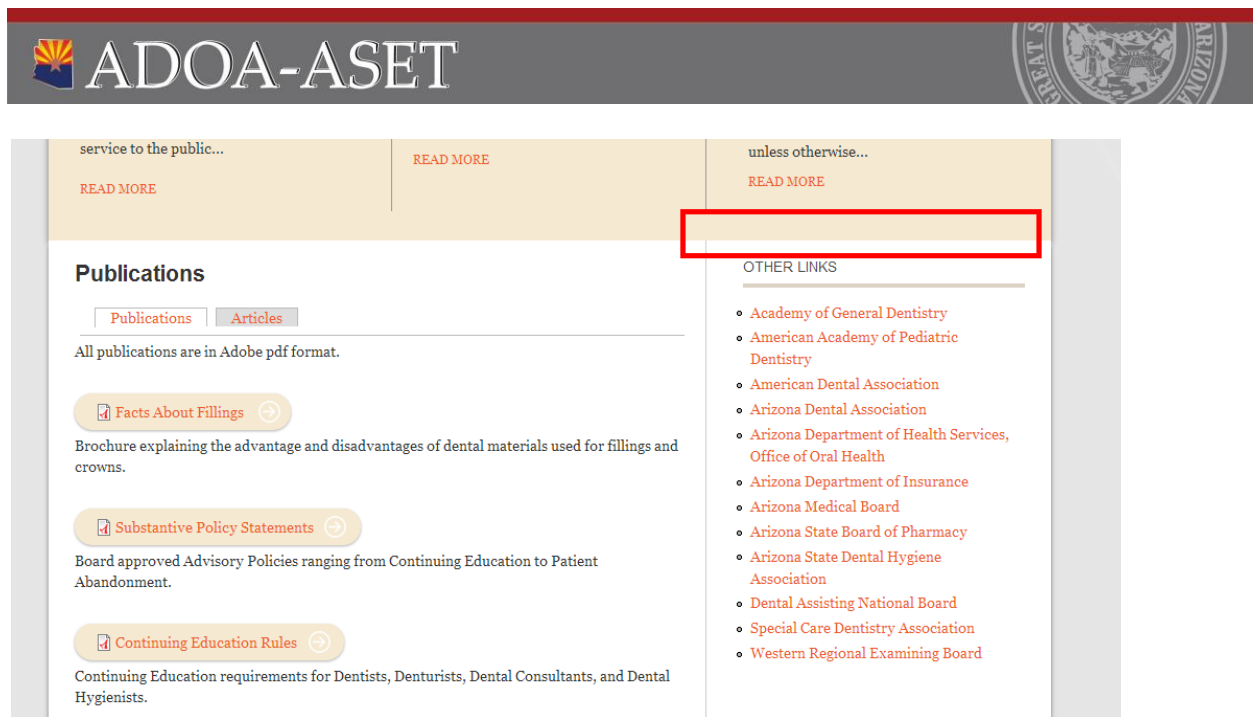
This section is an overview the different structural or layout configuration options available to power users on your site.

5.1 BLOCKS

Blocks are “boxes” or “containers” used to display one or more pieces of content in different regions throughout the site. In this section you will learn how to create a new block and configure it to display where you want on the site.

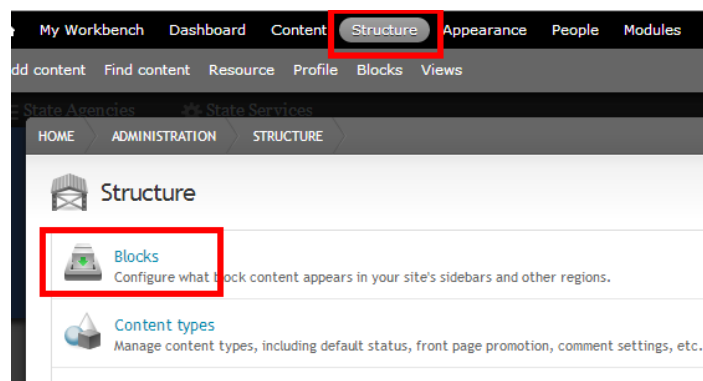
The first step in creating a block is to determine where you would like it to be displayed.

In this example, we will place a new block on the Publications page, in the right Sidebar, above “Other Links.”

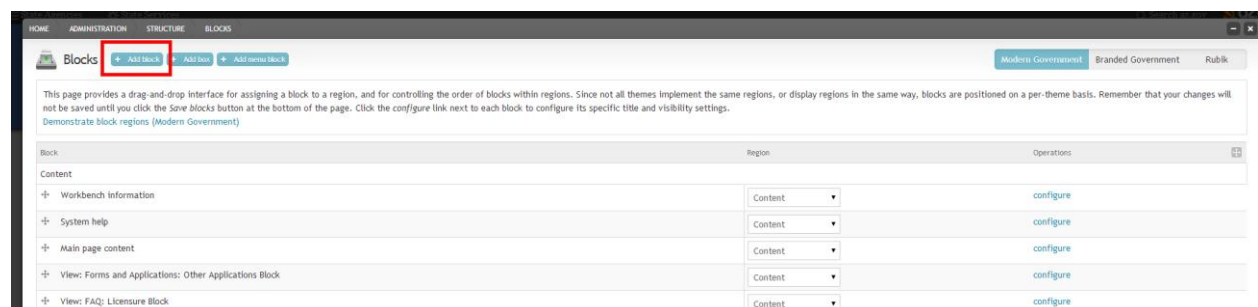


The next step is to complete the block creating form by filling in the fields.

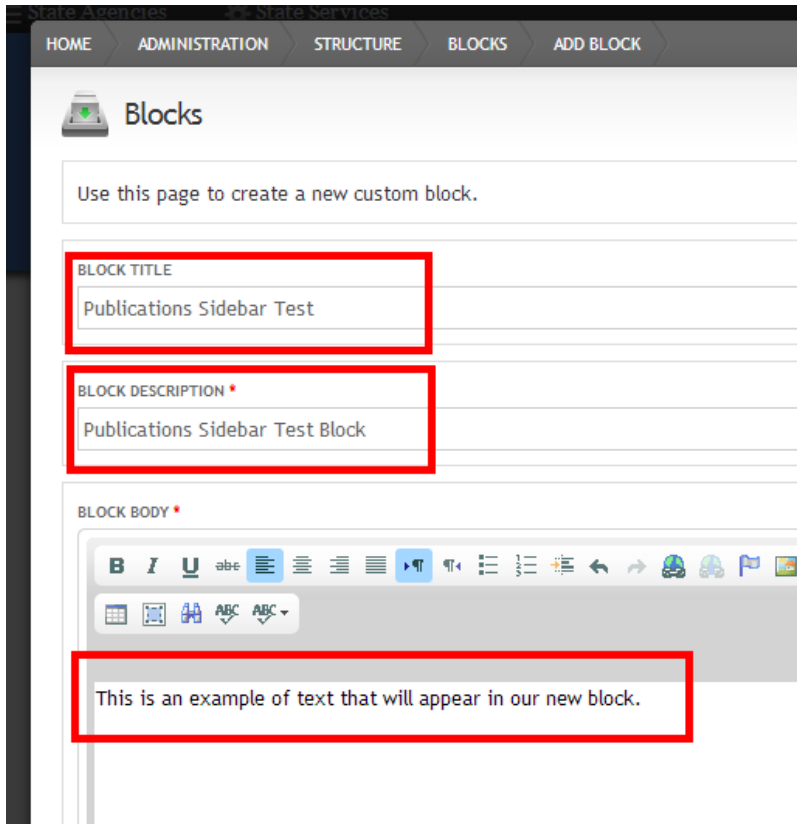
Select “Structure” in the Administration Menu. Then select “Blocks.”



You will see a list of blocks, and which region they currently use. Each existing block also has a “configure” option, where you can change the settings of each block. For our example, we will create a new block by selecting “Add block”



Start filling in the fields on the form. All fields with a red asterisks (*) are mandatory, and must be filled in.



Scroll down to the bottom of the page. In our example, we are placing the block in the right sidebar, which is called “Sidebar Second” in our themes. Be sure to select the appropriate region in both Modern Government and Branded Government. This is done in case your agency changes themes at some time in the future.

On the “Pages” tab, select which page or pages you want your block to appear. Select either “All pages except those listed,” or “Only the listed pages,” and add the relative URLs in the box. A relative URL is the web address after the “.gov”. In our example, we only want the block to appear on the publications page.

Region settings

Specify in which themes and regions this block is displayed.

MODERN GOVERNMENT (DEFAULT THEME)

Sidebar Second

ROBIK (ADMINISTRATION THEME)

- None -

BRANDED GOVERNMENT

Sidebar Second

VISIBILITY SETTINGS

Pages

Restricted to certain pages

Content types

Not restricted

Views

SHOW BLOCK ON SPECIFIC PAGES

☐ All pages except those listed

☒ Only the listed pages

☐ Pages on which this PHP code returns TRUE (experts only)

publications/...

This brings you back to the blocks page. If you scroll down to the “Sidebar Second” groupings of blocks, you’ll see your new block.

Sidebar First	
No blocks in this region	
Sidebar Second	
✚ Main menu (levels 2+)	Sidebar Second ▼
✚ State Holidays	Sidebar Second ▼
✚ Controlled Substance	Sidebar Second ▼
✚ Meeting Notices	Sidebar Second ▼
✚ View: Forms and Applications: Forms Block	Sidebar Second ▼
✚ Other Links	Sidebar Second ▼
✚ Board Meeting Dates	Sidebar Second ▼
✚ Publications Sidebar Test Block	Sidebar Second ▼
Header First	
No blocks in this region	
Header Second	
No blocks in this region	

Arizona Strategic Enterprise Technology (ASET)
100 North 15th Avenue, Suite 400, Phoenix, AZ 85007

Sidebar Second	
✚ Main menu (levels 2+)	Sidebar Second ▼
✚ State Holidays	Sidebar Second ▼
✚ Controlled Substance	Sidebar Second ▼
✚ Meeting Notices	Sidebar Second ▼
✚ View: Forms and Applications: Forms Block	Sidebar Second ▼
✚ Publications Sidebar Test Block	Sidebar Second ▼
✚ Other Links	Sidebar Second ▼
✚ Board Meeting Dates	Sidebar Second ▼

Scroll to the bottom of the page and select “Save blocks.” Then click on the home page.


Navigate to your desired page (in our example, it was the publications page) and look for your new block.


Publications

Publications

Articles

All publications are in Adobe pdf format.

 Facts About Fillings



Brochure explaining the advantage and disadvantages of dental materials used for fillings and crowns.

PUBLICATIONS SIDEBAR TEST

This is an example of text that will appear in our new block.

OTHER LINKS

- Academy of General Dentistry
- American Academy of Pediatric Dentistry
- American Dental Association

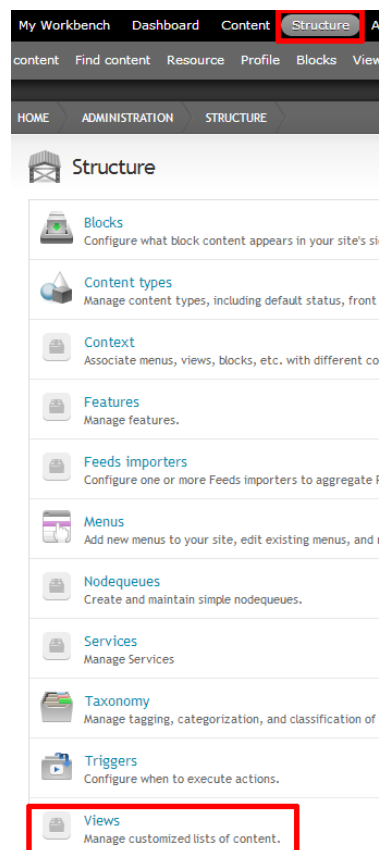
If you need to change your newly created block, hover over it, and you'll see a cog in the upper right corner of the block. Click on it and go to "configure block."

Another way to access the block is to go to Structure >> Blocks and find your block. Click on “configure” and you’ll be able to change settings.

5.2 VIEWS

We will demonstrate two examples of working with views. The first example will be to begin the work necessary to create a new page. Both pages and blocks are considered “views.” We have organized the views together in a structure that is similar to your site’s main menu. All of the pages and blocks for the “About Us” menu are gathered together, for example. We also have gathered pages and blocks that have similar functionality together, such as the “FAQ” pages and blocks.

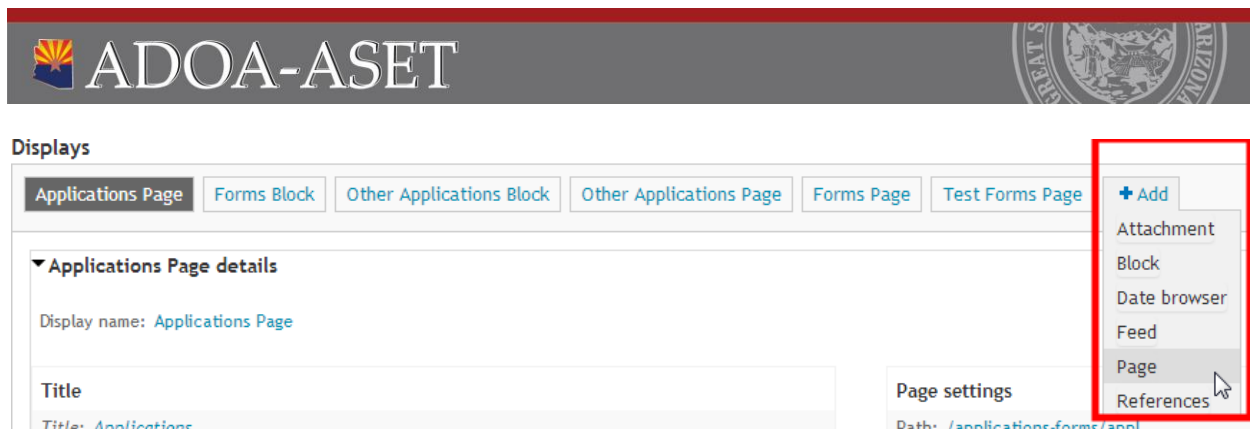
To begin, select Structure. Then, select Views.



In our example we will create a page called “Test Forms” as a child page of the “Forms and Applications” page. Scroll down until you find the Forms and Applications views, and select “Edit.”

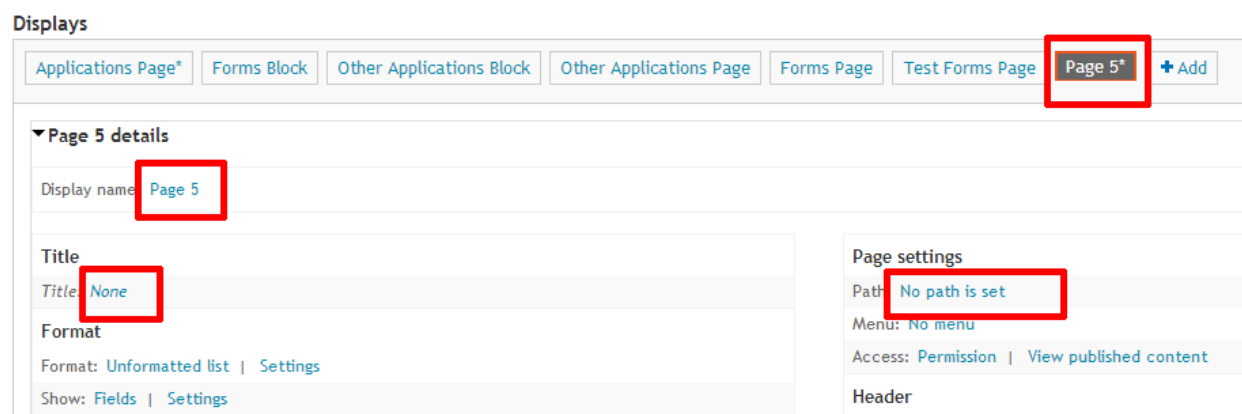
FAQ Displays: Block, Page In database Type: Content	default	/about/faq	Edit
Fees Display: Page In database Type: Content	default	/fees	Edit
Forms and Applications Displays: Block, Page In database Type: Content	default	/applications-forms/applications, /applications-forms/other-applications, /applications-forms/forms, /applications-forms/test-forms	Edit

Now you are at the Forms and Applications Display area. Notice along the top of the page are listed all the pages and blocks that are associated with Forms and Applications. We will create a new page by selecting Add. Then select Page.



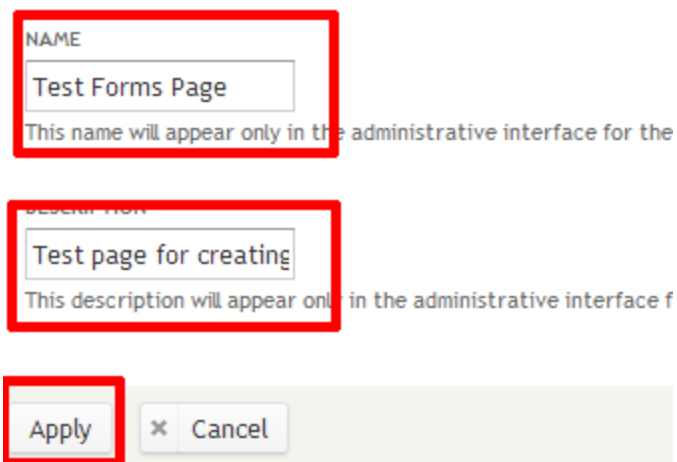
A new page is created, called "Page 5."

The next step is to create an appropriate display name for your new page.



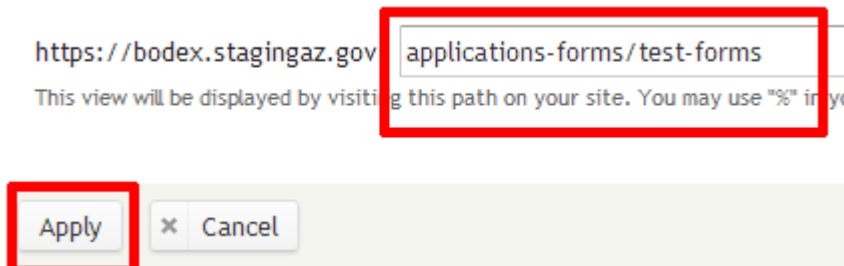
Select "Page 5" (or whatever Display Name that Drupal assigned to your new page)

Type "Test Forms Page" in the Name field, and type "Test page for creating views" in the Description field. Both of these fields are used in the administrative interface, and will not be seen by the average visitor to your website. When finished, select Apply.



Next, we will set a path. A “path” is another name for a URL, or web address. Select “No path is set” in the second column of the Display area. Then type “applications-forms/test-forms” in the box. Select Apply.

The reason we added “applications-forms” to the URL is because we want our new page to be a child menu to the Applications and Forms page. If you are creating a new “parent” page, you could just type “test-forms” without anything beforehand. If you have questions about menu’s page URLs, feel free to browse the “Menu” section at the end of this document, and browse through some of your website’s pages and how they are set up. The structure of the URLs is entirely up to you, as long as it makes sense.



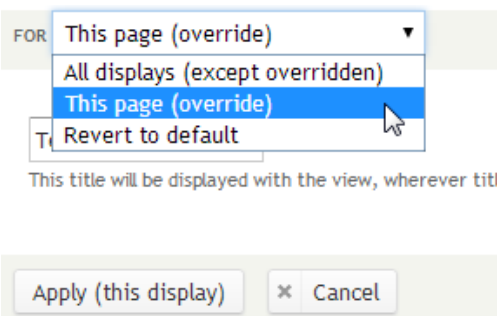
https://bodex.stagingaz.gov applications-forms/test-forms

This view will be displayed by visiting this path on your site. You may use “%” in your path.

Apply Cancel

Now set the title for the page by selecting “None” on the Title line of the Display area. (If a Title exists on the Title line, that’s OK, just click on the blue words next to “Title.”

NOTE: Whenever you see an option like the one below, giving the choice between “All displays” and “This page,” ALWAYS choose “This page.” If you choose the other option and save the view, every single page and block in your view area will inherit whatever change you just made. **Always choose “This page”!**



FOR This page (override) ▼

All displays (except overridden)

This page (override)

Revert to default

This title will be displayed with the view, wherever title is used.

Apply (this display) Cancel

After choosing “This page,” Type “Test Forms” as the title of your new page. This title will be visible to your website’s visitors. Select Apply (**Note: The Apply button says (this display). If it says (all displays), that’s a visual cue that you have not selected the right option at the top of the page.**)

FOR

This page (override)

Test Forms

This title will be displayed with the view, wherever titles

Apply (this display)

✕ Cancel

The first column of the Display area has a section devoted to Fields. Fields are listed in the order that they will display on your new page. In this example, we will hide the “Content: Title” field. Select “Content: Title.”

Fields

Add

Content: Title

Content: Body

Content: Attachment

Content: Edit link

Notice the top drop-down says “All displays.” Select the drop-down menu and select “This display.” Then place a checkmark in “Exclude from display. Finally, select Apply. If you ever need to “unhide” the Content’s Title, you can come back to this menu and uncheck the same box.

FOR

All displays

The content title.

☐ Create a label

Enable to create a label for this field.

☐ Exclude from display

Enable to load this field as hidden. Often used to group fiel

☐ Link this field to the original piece of content

Enable to override this field's links.

Views Distinct Settings

Style settings

Rewrite results

No results behavior

More

Apply (all displays)

✕ Cancel

Remove

In the display area’s first column, select the taxonomy term. (Do not select “Settings.” Nothing needs to be adjusted in that area.)

Filter criteria

Add

Content: Published (Yes)

Content: Has taxonomy term (= Applications) | Settings

Taxonomy, also known as “Related Terms”, is the main method we use to filter content for each page. Since we are making a “Forms” page, we’ll use Forms for the Related Term. The following example shows both “Description” and “Forms,” which can be selected by holding down the Ctrl key while you click on terms. If you have a piece of content that has related terms of both Description and Forms, you could choose both. For our example, we will only choose Forms. Be sure “This page” is selected. If only one taxonomy term is used, you may use “Is one of” under OPERATOR. Otherwise, if you are using two or more terms, you may want to choose “Is all of” under OPERATOR.

OR This page (override)

Display content if it has the selected taxonomy terms.

☐ Expose this filter to visitors, to allow them to change it

OPERATOR

☐ Is one of
 ☒ Is all of
 ☐ Is none of
 ☐ Is empty (NULL)
 ☐ Is not empty (NOT NULL)

SELECT TERMS FROM VOCABULARY BLOG TERMS

Dentist Application by Examination
 Dentistry
 Description
 Directory
 FAQ
 Fees
 Filing Complaint
 Forms
 Highlights

☐ Reduce duplicates

This filter can cause items that have more than one of the selected options to appear as duplicate results. If this filter ca
 terms it has to search for, the less performant the query will be, so use this with caution. Shouldn't be set on single-value

More

Apply (this display)

Cancel

Remove



Now you will see the taxonomy has changed to “Forms.” Also, notice at the bottom of the page, there is a preview display. This is a simplified display of what your page will look like. Notice all of the content is related to forms!

Fields	Add
Content: Title	
Content: Body	
Content: Attachment	
Content: Edit link	
Filter criteria	Add
Content: Published (Yes)	
Content: Has taxonomy term (= Forms)	Settings
Sort criteria	Add
Content: Post date (asc)	

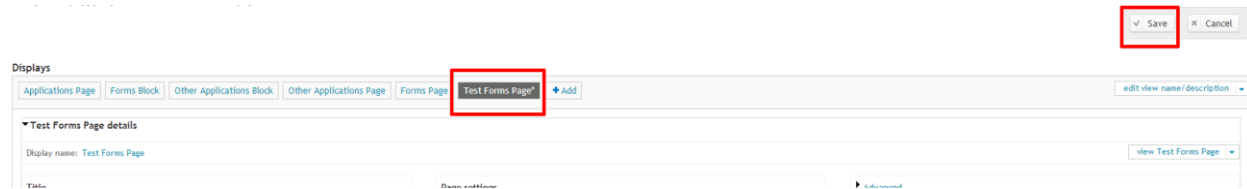
There is a security update available for your version of Drupal. To ensure the security of your server,

<input checked="" type="checkbox"/> Auto preview	PREVIEW WITH CONTEXTUAL FILTERS: <input type="text"/>	Update preview
--	---	--------------------------------

Title ⚙️
Test Forms
Content ⚙️
Complaint form
Board form used to file a complaint against a Dentist, Dental Hygienist or Denturist.
Download
edit
Address Change Form for Dentists and Denturists
Download
edit

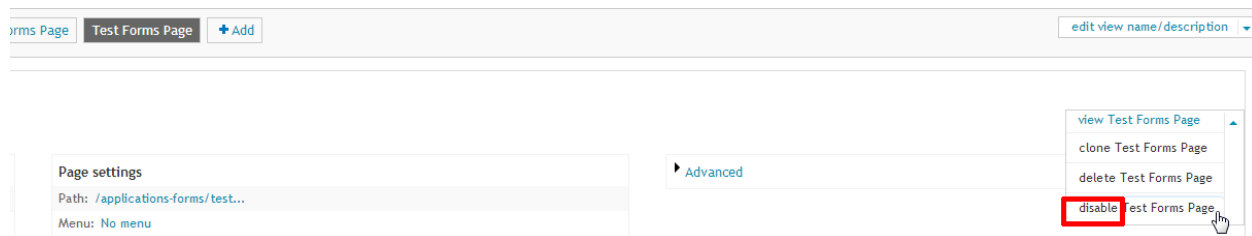
There's only one more step, and that is to **SAVE YOUR WORK**.

Notice in the Displays at the top of the page, the Test Forms Page has an asterisks (*) after it. Any time you see asterisks in this area, it means that a page or block has had changes made to it, but the page or block has not been saved yet. Simply select Save in the upper-right corner.

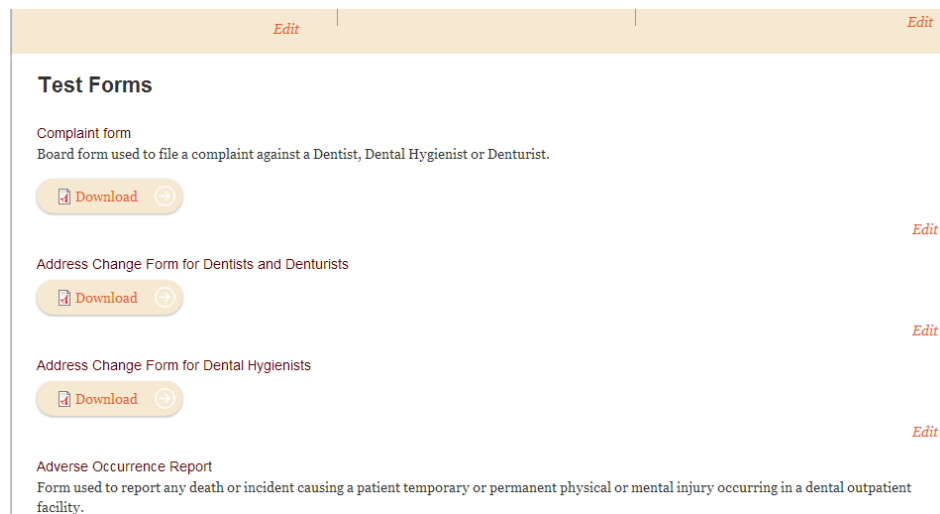


IMPORTANT:

After creating a page or block, you may decide not to use it in the future. The **SAFEST** way to remove the page or block is to “disable” the view. Be very careful, because it’s easy to click “delete.” Also, when you disable a page, it gives you the option to enable it at a later date, if you wish.



Once you’ve selected Save, you should be able to select “view Test Forms Page.” In our example, the page looks like this:



A SECOND EXAMPLE

The following steps are a second example of working with fields. We are now in a page that already exists, as a list of Board Members. They have phone numbers listed, but some board members have secondary phone numbers in their content. Let’s add “Secondary Phone Numbers” to Fields. Select Add next to Fields. Select Add next to Fields.

▼ Board Page details

Display name: Board Page

Title

Title: Board Members

Format

Format: Unformatted list | Settings

Show: Fields | Settings

Fields

Add

Content: Title

Content: Job Title

Content: Term Expiration Date (Term Expires)

Content: Email Address

Content: Phone Number

Global: Fieldset (Fieldset)

Content: Photo

Content: Body

Content: Edit link

Select “This page” in the top drop-down. Type “phone” in the search box. This will display any field that has the word “phone” in it. Select the checkbox for “Content: Secondary Phone Number.” Finally, select Apply at the bottom of the page.

FOR This page (override) ▼

SEARCH phone

FIL

☐ Content: Phone Number

Appears in: node:profile, node:bodex_profile.

☒ Content: Secondary Phone Number

Appears in: node:profile.

A second page of options appears, once you select Apply. Select “This page” in the top drop-down box. You can either leave “Create a label” checked or unchecked. If you leave it checked, the label appears in the box below. You can keep it the same, or change the words. At this point you could place a colon after the label, or even exclude this field from display (to “hide” the Secondary Phone field entirely).

Once everything looks the way you like, select Apply.

FOR

This page (override) ▼

Appears in: node:profile.

☒ Create a label

Enable to create a label for this field.

LABEL

Secondary Phone Num

☒ Place a colon after the label

☐ Exclude from display

Enable to load this field as hidden. Often used to group fields

FORMATTER

Default ▼

Views Distinct Settings

Style settings

Rewrite results

No results behavior

More

Apply (this display)

✕ Cancel

Remove

Congratulations, you’ve added a field in the display! Unfortunately, it’s sitting at the bottom of the display. Select the drop-down next to Add (on the right), and select Rearrange.

Fields

Add

Rearrange

Override

Content: Title

Content: Job Title

Content: Term Expiration Date (Term Expires)

Content: Email Address

Content: Phone Number

Global: Fieldset (Fieldset)

Content: Photo

Content: Body

Content: Edit link

Content: Secondary Phone Number

Using the Crosshairs next to “Content: Secondary Phone Number,” drag the field up until you find an appropriate place. Select Apply.

for

This page (override)

Content: Title

Content: Job Title

Content: Term Expiration Date Term Expi

Content: Email Address

Content: Phone Number

Content: Secondary Phone Number

Global: Fieldset Fieldset

Content: Photo

Content: Body

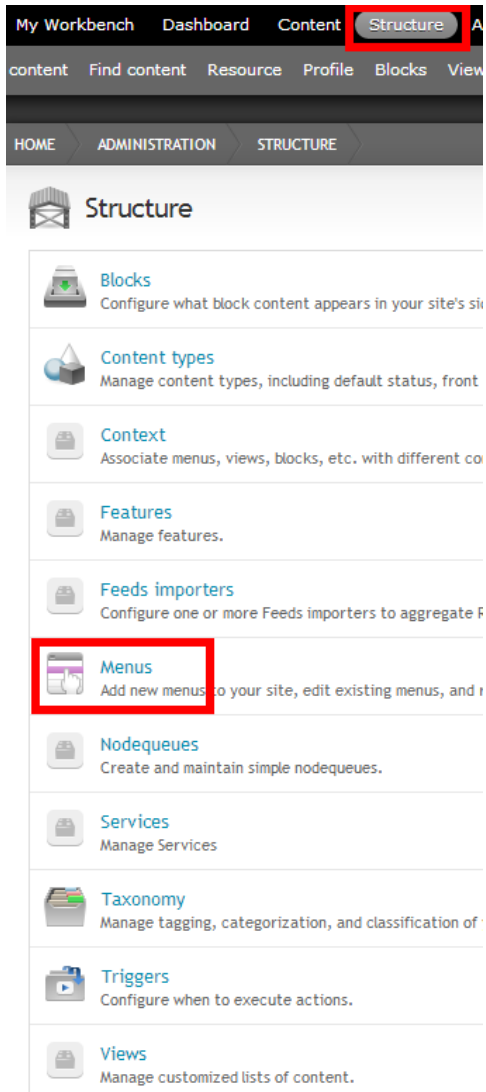
Content: Edit link

Apply (this display)

Cancel

5.3 MENUS

To add a menu in any region, Select Structure. Then Select Menu



Select “Add Menu.”

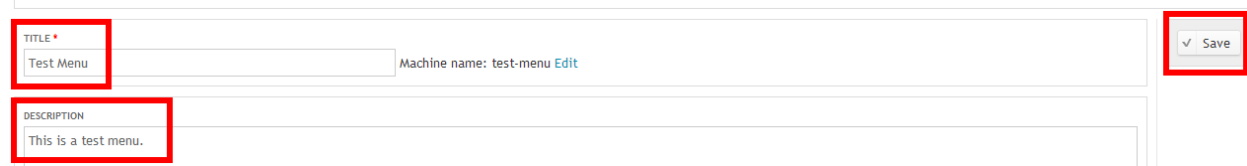


There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates page](#) for more information and to install your missing updates.

Each menu has a corresponding block that is managed on the [Blocks administration page](#).

Title	Operations
Development Development link	list links edit menu add link
Features Menu items for any enabled features.	list links edit menu add link
Footer Utility Contains Accessibility, Feeds, Privacy, Tools	list links edit menu add link
Layout Options Menu Current Navigation for the Layout menu	list links edit menu add link
Main menu The Main menu is used on many sites to show the major sections of the site, often in a top navigation bar.	list links edit menu add link

Type “Test Menu” as the Title, and “This is a test menu.” as a Description. Select Save.

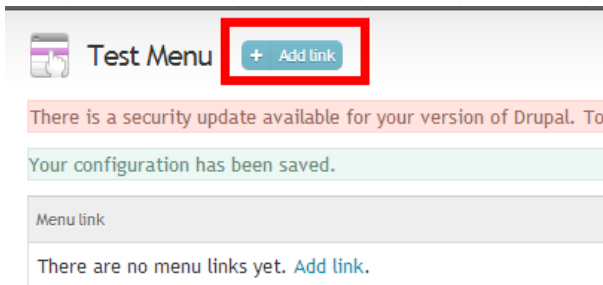


TITLE *
Test Menu Machine name: test-menu [Edit](#)

DESCRIPTION
This is a test menu.

[✓ Save](#)

Now your test menu has been created. Currently, there are no links in your menu. Let’s add one. Select Add link.



Test Menu [+ Add link](#)

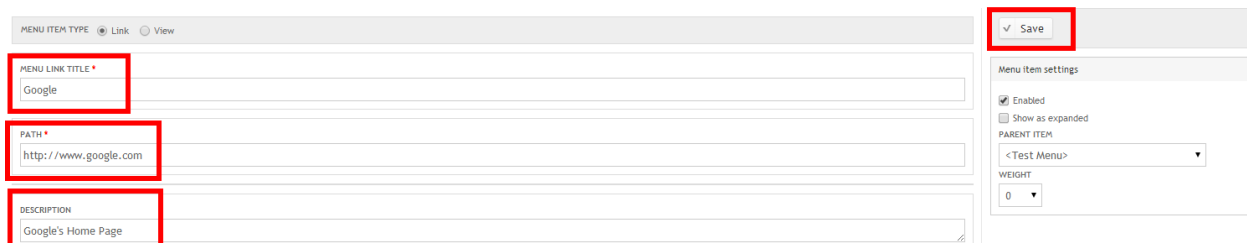
There is a security update available for your version of Drupal. To

Your configuration has been saved.

Menu link

There are no menu links yet. [Add link](#).

Type “Google” under Menu Link Title. Type “http://www.google.com” under Path. Type “Google’s Home Page” under Description. Select Save.



MENU ITEM TYPE ☒ Link ☐ View

MENU LINK TITLE *
Google

PATH *
http://www.google.com

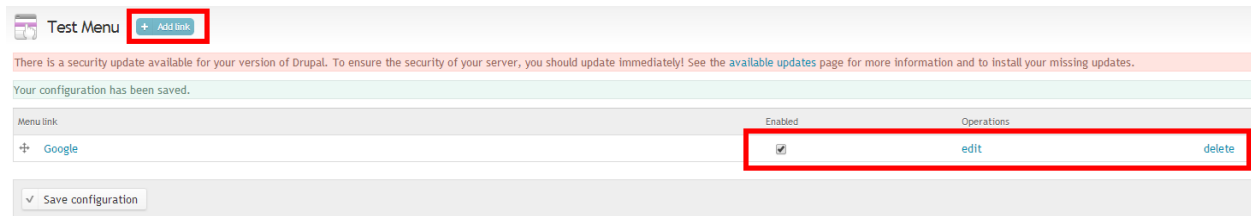
DESCRIPTION
Google's Home Page

[✓ Save](#)

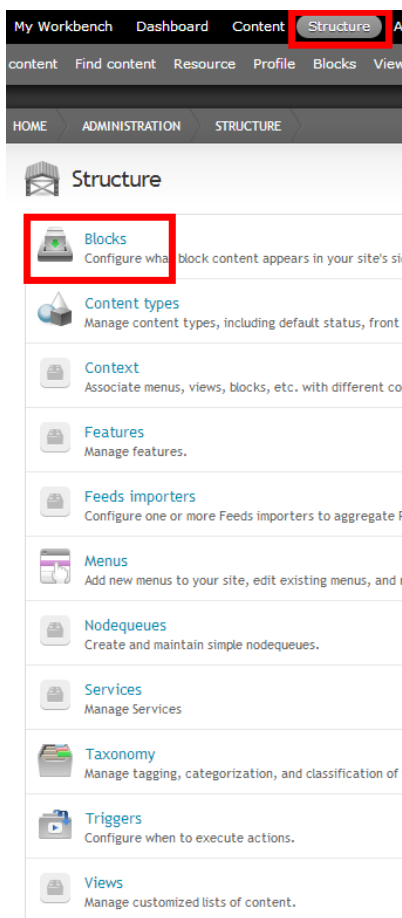
Menu item settings

- ☒ Enabled
- ☐ Show as expanded
- PARENT ITEM
<Test Menu>
- WEIGHT
0

Now you have one link in your new menu. If you wanted to add more links, you would simply select Add Link. If you wanted to disable, change, or delete the Google link, use the columns on the right. For our example, we'll keep just one link in our menu.



Select Structure. Then Select Blocks.



The new menu now exists as a block. Scroll down until you find “Test Menu” and Select Configure **(Note: all unassigned blocks are at the bottom of the Blocks page.)**

+	Syndicate	- None -	configure
+	Tabs	- None -	configure
+	Test Menu	- None -	configure
+	User login	- None -	configure
+	User menu	- None -	configure

For our example, we’ll place the menu at the top of the sidebar for the home page, and for our newly-created Test Forms page.

Select “Sidebar Second” for both themes, and choose “only listed pages.” Add <front>, which is machine language for the home page, then hit Enter on your keyboard. Then type “applications-forms/test-forms.” Save settings.

Region settings

Specify in which themes and regions this block is displayed.

MODERN GOVERNMENT (DEFAULT THEME)

Sidebar Second
▼

BRANDED GOVERNMENT

Sidebar Second
▼

VISIBILITY SETTINGS

Pages

Restricted to certain pages

Content types

Not restricted

Views

Not restricted

Roles

SHOW BLOCK ON SPECIFIC PAGES

☐ All pages except those listed

☒ Only the listed pages

☐ Pages on which this PHP code returns TRUE (€

<front>
 applications-forms/test-forms

To move the block to the top or bottom of the sidebar, review the “Blocks” portion of this document. After you are finished, go to the home page and the Test Forms page to test your work:

SEARCH FOR A DENTAL PROFESSIONAL	ONLINE LICENSE RENEWAL	BOARD MEETINGS
<p>Search for a Dental Professional</p> <p>The Arizona State Board of Dental Examiners presents this information as a service to the public...</p> <p style="text-align: right;">Edit</p>	<p>Online Renewal Information</p> <p>Does your license expire on June 30, 2014? Did your license expire on June 30, 2013? Online...</p> <p style="text-align: right;">Edit</p>	<p>Board Meetings, Agendas and Minutes</p> <p>Meetings are held at 4205 North 7th Avenue, Suite 205, Phoenix, AZ 85013 unless otherwise...</p> <p style="text-align: right;">Edit</p>

BOARD MISSION

To provide professional, courteous service and information to the dental profession and the general public through the examination, licensure and complaint adjudication and enforcement processes; to protect the oral health, safety and welfare of Arizona citizens through a fair and impartial system.

[Edit](#)

WHAT WE DO

The Board examines and licenses individuals who provide dental services. The Board also accepts complaints against licensed and unlicensed individuals, investigates allegations, and takes disciplinary actions for violations of law. The Board oversees approximately 8,400 licensees practicing in the state, and serves all Arizona citizens who receive dental services.

[Edit](#)

TEST MENU

- [Google](#)

CONTROLLED SUBSTANCES

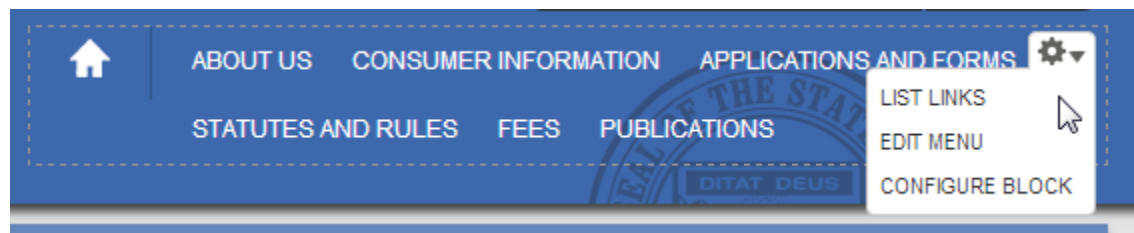
The Controlled Substances Prescription Monitoring Program (CSPMP) is a program developed to promote the public health and welfare by detecting diversion, abuse and misuse of prescription medications...

[Edit](#)

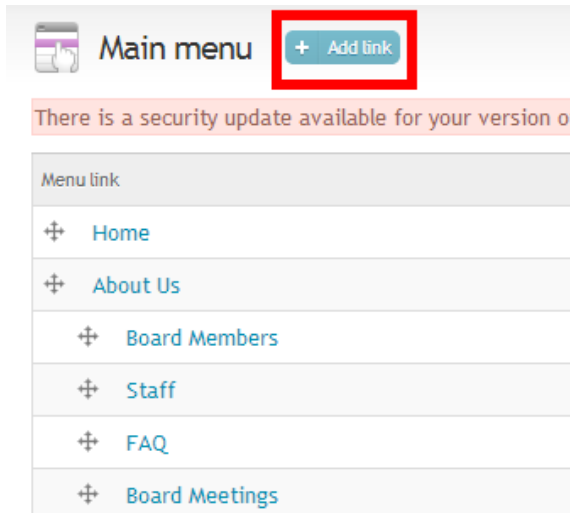
5.3.1 UPDATES TO THE MAIN MENU

In our final example, we will add a “child” menu item for our newly created Test Forms page. This menu will exist under the “parent” menu, which already exists (Applications and Forms).

The first step is to hover over the main menu, and click on the gear in the upper right corner. Then select “List Links.”



You will see the main menu's links in a new window. We want to add a new link, so select Add link.



Type "Test Forms" under Menu Link Title. Type "applications-forms/test-forms" under Path. Type "Test page to place on main menu structure" under Description. Select Save.

MENU ITEM TYPE ☒ Link ☐ View

MENU LINK TITLE *

Test Forms

PATH *

applications-forms/test-forms

DESCRIPTION

Test page to place on main menu structure

Menu item settings

☒ Enabled

☐ Show as expanded

PARENT ITEM

<Main menu>

WEIGHT

0

Since our new menu item will be a child, Select Edit for the Applications and Forms link, and make sure that both checkmarks are selected under Menu Item Settings. This will enable our "parent" to show all children menu items when someone hovers over the main menu. Select Save.

MENU ITEM TYPE ☒ Link ☐ View

MENU LINK TITLE *

Applications and Forms

PATH *

applications-forms

DESCRIPTION

Menu item settings

☒ Enabled

☒ Show as expanded

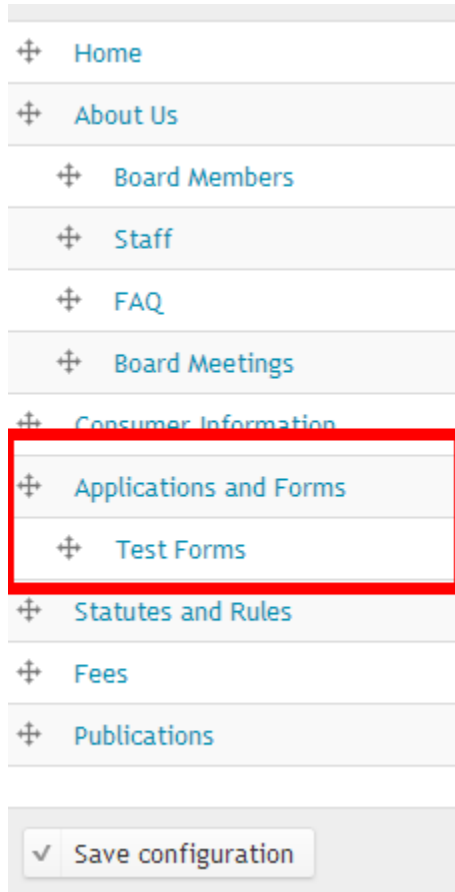
PARENT ITEM

<Main menu>

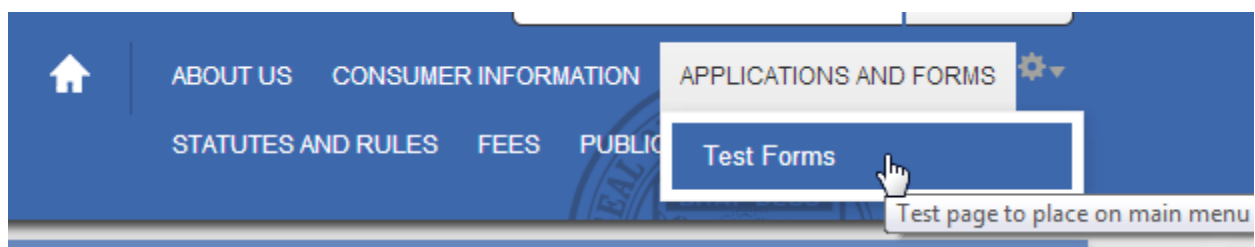
WEIGHT

-47

Previously in this document, we learned how to rearrange the order of links by clicking on the cross-hairs next to the word, and dragging it wherever we need. Move Test Forms so it is indented under Applications and Forms. Select Save Configuration.



Finally, test your results on the website's Main Menu!

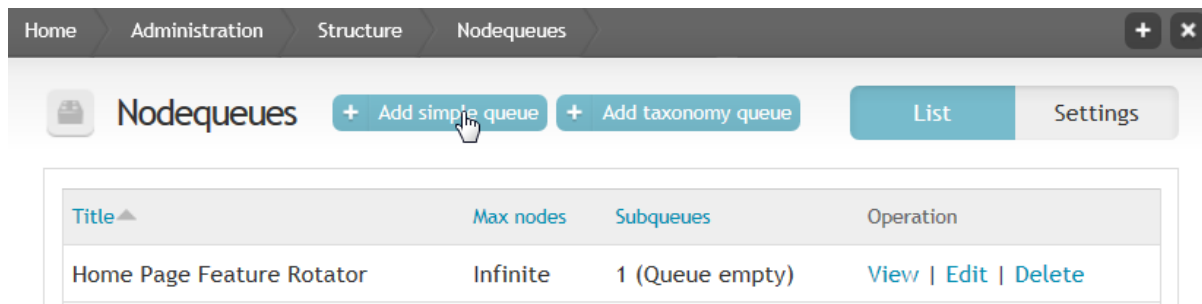


5.4 NODEQUEUES

Nodequeues can be used to manually alter the order of the content on a specific page within your site through a drag and drop interface. You can add to them when content is added to the site, and then rearranged dependent on your needs. Not all pages may need this option, but it is a good method to use for those pages that have different pieces of content that would otherwise be hard to organize in a specific order.

5.4.1 Creating a Simple Nodequeue

1. Click Structure>Nodequeues
2. Click Add Simple Queue (This screen will show you all available/created Nodequeues).



3. Next give it a title
4. Add text to the “add” and “remove” boxes.
 - I advise possible using the title of your queue as shown in the picture



Add Simple queue

List

Settings

Simple queue

Simple queues have just one subqueue. Nodes put into a queue are added to the back of the queue; when a node is added to a full queue, the node in the front of the queue will be popped out to make room.

Title *

Test

Machine name: test [Edit](#)

Queue size

0

☐ Reverse in admin view

Link "add to queue" text

Add to Test queue

Link "remove from queue" text

Remove from Test queue



5. Select the “content types” that you would like this Nodequeue to be available to. You can select more than one.
6. Click Submit

Types

- ☐ Blog entry
- ☐ Document
- ☐ Editor's Choice
- ☐ Event Calendar
- ☐ Home Page Feature
- ☐ Media Gallery
- ☐ Photo
- ☐ Press Release
- ☒ Profile
- ☐ Psych Board Action
- ☐ Psych Documents
- ☐ Psych Page
- ☐ Resource
- ☐ Services
- ☐ Site Page
- ☐ Webform
- ☐ psych events

☒ Submit

5.4.2 Setting Up a Taxonomy Nodequeue

1. Go to “Structure>Nodequeues”
2. Click “Add Taxonomy queue

Nodequeues				List	Settings
+ Add simple queue + Add taxonomy queue					
Title ▲	Max nodes	Subqueues	Operation		
Document Queue	Infinite	4	View Edit Delete		
Home Page Feature Rotator	Infinite	1 (3 in queue)	View Edit Delete		
Test	Infinite	1 (6 in queue)	View Edit Delete		

3. Give the Queue a title
4. Click which taxonomy group you want this to apply to.

Title *

Test 2 Machine name: test_2 [Edit](#)

Subqueue title

Taxonomy fields

☒ Field *field_blog_terms*, selecting terms from vocabulary *blog_terms*.

☐ Field *field_group_term*, selecting terms from vocabulary *grouping_term*.

☐ Field *event_calendar_status*, selecting terms from vocabulary *event_calendar_status*.

☐ Field *field_taxonomy_issues*, selecting terms from vocabulary *issues*.

Link "add to queue" text

Add to test 2

Link "remove from queue" text

Remove from test 2



6. Click which content types this applies to

Types

- ☐ Blog entry
- ☒ Document
- ☐ Editor's Choice
- ☐ Event Calendar
- ☐ Home Page Feature
- ☐ Media Gallery
- ☐ Photo
- ☐ Press Release
- ☐ Profile
- ☐ Psych Board Action
- ☐ Psych Documents
- ☐ Psych Page
- ☐ Resource
- ☐ Services
- ☐ Site Page
- ☐ Webform
- ☐ psych events

7. Click Submit

Next I would advise setting up triggers and actions so that when you add content it can be added to the appropriate Nodequeue automatically.

5.4.3 Setting up Triggers and Actions

This step is so that when you add content of the specified type/or taxonomy term it will be automatically added to a nodequeue

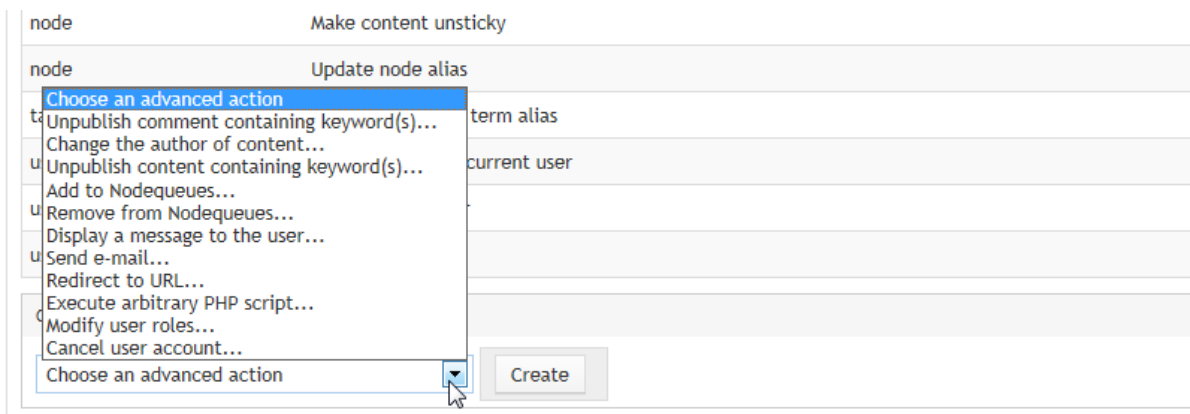
This should work for either type of Nodequeue, simple or taxonomy based. It also works with feeds.

1. Go to “Structure>Triggers”
2. Click the “Actions settings page” link

Triggers are events on your site, such as new content being added or a user logging in. The Trigger module associates these triggers with actions (functional tasks), such as unpublishing content containing certain keywords or e-mailing an administrator. The [Actions settings page](#) contains a list of existing actions and provides the ability to create and configure advanced actions (actions requiring configuration, such as an e-mail address or a list of banned words).

There is a tab on this page for each module that defines triggers. On this tab you can assign actions to run when triggers from the [Node module](#) happen.

3. In the dropdown box at the bottom of the screen click “Add to Nodequeue”
4. Click create




node	Make content unsticky
node	Update node alias
Choose an advanced action	
Unpublish comment containing keyword(s)...	term alias
Change the author of content...	
Unpublish content containing keyword(s)...	current user
Add to Nodequeues...	
Remove from Nodequeues...	
Display a message to the user...	
Send e-mail...	
Redirect to URL...	
Execute arbitrary PHP script...	
Modify user roles...	
Cancel user account...	
Choose an advanced action	

Create

5. In the next window set the Title as you desire
6. Click the “Nodequeue” that you wish it to apply to
7. Click Save

Home Administration Configuration System Actions **Configure an advanced action**

 **Configure an advanced action**

An advanced action offers additional configuration options which may be filled out below. Changing the *Description* field is recommended, in order to better identify the precise action taking place. This description will be displayed in modules such as the Trigger module when assigning actions to system events, so it is best if it is as descriptive as possible (for example, "Send e-mail to Moderation Team" rather than simply "Send e-mail").


Label
Add to Nodequeues

Queue *
Home Page Feature Rotator
Document Queue
Test
Test 2

✓ Save

8. Repeat Steps 3 to 7 for "Remove From Nodequeues"
9. Next go back to Triggers by either following the link on the page or going to "Structure>Triggers"

Home Administration Configuration System Actions **Actions**

 **Actions**

There are two types of actions: simple and advanced. Simple actions do not require any additional configuration, and are listed here automatically. Advanced actions need to be created and configured before they can be used, because they have options that need to be specified; for example, sending an e-mail to a specified address, or unpublishing content containing certain words. To create an advanced action, select the action from the drop-down list in the advanced action section below and click the *Create* button. You may proceed to the [Triggers](#) page to assign these actions to system events.



10. On the Trigger screen set each of the top 4 drop downs to the actions you created previously as shown below
11. Click Assign each time a dropdown has been selected

Trigger: When either saving new content or updating existing content

Name	Operation
Add to Nodequeues	unassign
Choose an action	Assign
Choose an action	
node	
Add to Nodequeues	
Make content sticky	

Trigger: After saving new content

Name	Operation
Add to Nodequeues	unassign
Choose an action	Assign
Choose an action	
node	
Add to Nodequeues	
user	

Trigger: After saving updated content

Name	Operation
Add to Nodequeues	unassign
Choose an action	Assign
Choose an action	
node	
Add to Nodequeues	
user	

Trigger: After deleting content

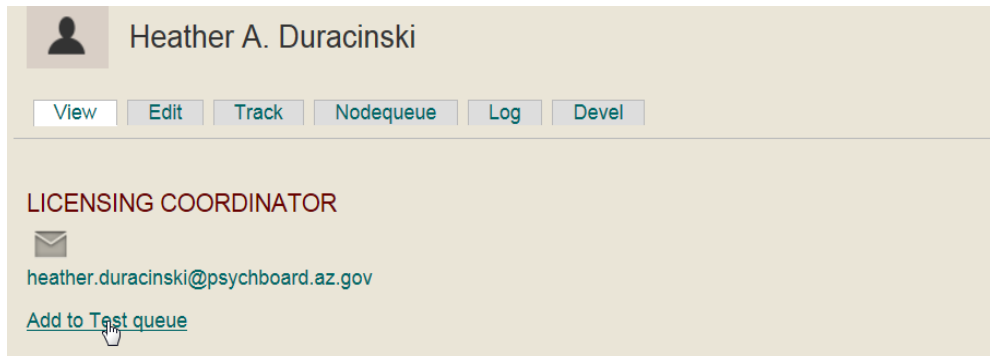
Name	Operation
Remove from Nodequeues	unassign
Choose an action	Assign
Choose an action	
node	
Remove from Nodequeues	
user	

5.4.4 Adding to a Nodequeue from the piece of content

1. Navigate to the piece of content you want to add to the Nodequeue
Here you have two options

Option 1

- c. Click Add to Queue (or whatever the link was named during setup)



- d. Once an item is in the queue to remove it all you have to do is click "Remove from Queue(or whatever the link was named during setup)



Option 2

- d. Click the Nodequeue Tab at the top of the content



Heather A. Duracinski

View

Edit

Track

Nodequeue

Log

Devel

LICENSING COORDINATOR



heather.duracinski@psychboard.az.gov

Add to Test queue

e. Click “Add to Queue

Home

Heather A. Duracinski

Nodequeue

+

×

Heather A

View

Edit

Track

Nodequeue

Log

Devel

Title	Max nodes	In queue	Operation
Test	Infinite	Queue empty	Add to queue

f. to remove it from the Queue just click Remove from Queue

Home

Heather A. Duracinski

Nodequeue

+

×

Heather A

View

Edit

Track

Nodequeue



Log

Devel

Title	Max nodes	In queue	Operation
Test	Infinite	1	Remove from queue

5.4.5 Adding items through the Nodequeue itself

- Go to “Structure>Nodequeues”
- Select “View” on the Nodequeue you want to add to


ADOA-ASET


Home Administration Structure Nodequeues

Nodequeues
+ Add simple queue
+ Add taxonomy queue
List Settings

Title	Max nodes	Subqueues	Operation
Document Queue	Infinite	4	View Edit Delete
Home Page Feature Rotator	Infinite	1 (Queue empty)	View Edit Delete
Test	Infinite	1 (Queue empty)	View Edit Delete

10. Enter the Title of the piece of content
11. This will give you a popup giving the Title and Nid
12. Click this popup

Home Test View

Subqueue Test'

Title	Author	Post Date	Position	Operations	Position	
No nodes in this queue.						
<div> <div>Bob Bohanske, Ph. D.</div> <div>Bob Bohanske, Ph. D. [nid: 86]</div> </div>						

☒ Save
 Reverse
 Shuffle
 Clear


13. Click Add Content
14. Click Save

5.4.6 Rearranging your Queue

This is how you set what order the content will appear in the view

5. Go to "Structure>Nodequeues
6. Select "View" of the Nodequeue you wish to arrange
7. Rearrange the items using one of the below options
8. Click Save

Home Administration Structure Nodequeues
+ -



Nodequeues

[+ Add simple queue](#)
[+ Add taxonomy queue](#)

[List](#)
[Settings](#)

Title ▲	Max nodes	Subqueues	Operation
Document Queue	Infinite	4	View Edit Delete
Home Page Feature Rotator	Infinite	1 (Queue empty)	View Edit Delete
Test	Infinite	1 (Queue empty)	View Edit Delete

You have two Options from here to arrange your content

Option 1

Drag the crosshairs to the Left of the titles just like you do for menus or blocks.

Option 2

Click the Crosshair on the right and arrange them numerically.

Title	Author	Post Date	Position	Operations	Position
Bob Bohanske, Ph. D.	ddornbrack	06/13/2014 - 13:29	1 ▼	edit remove	1
John P. DiBacco, Ph.D.	ddornbrack	06/13/2014 - 13:37	2 ▼	edit remove	2
Joseph C. Donaldson	ddornbrack	06/13/2014 - 13:38	3 ▼	edit remove	3

Enter the title of a node to add it to the queue

To remove an item from this queue simple click remove.

5.4.7 Using your newly created Queue

Here you have a few options for using your newly created Queue

Option 1: Using the auto generated Nodequeue

Go to Structure>Views

1. Find the correct Nodequeue view for your queue. (This takes a little bit of checking by going into

the views and seeing which Nodequeue it has connected to the particular view.

nodequeue_1 Displays: <i>Block, Page</i> In code Type: Content	Display a list of all nodes in queue 'Home Page Feature Rotator'	nodequeue /nodequeue/1	Edit ▼
nodequeue_home_page_rotator Displays: <i>Block, Page</i> In code Type: Content	Display a list of all nodes in queue 'Home Page Feature Rotator'	nodequeue /nodequeue/home_page_rotator	Edit ▼
nodequeue_services Displays: <i>Block, Page</i> In code Type: Content	Display a list of all nodes in queue 'Home Page Services Carousel'	nodequeue /nodequeue/services	Edit ▼
nodequeue_leadership Displays: <i>Block, Page</i> In code Type: Content	Display a list of all nodes in queue 'Leadership'	nodequeue /nodequeue/leadership	Edit ▼
nodequeue_3 Displays: <i>Block, Page</i> In code Type: Content	Display a list of all nodes in queue 'Test'	nodequeue /nodequeue/3	Edit ▼

2. Once in the view the easiest way to check is to go to “Advance>Relationship>Nodequeue: Queue”

view Page ▼

id

id

▼ Advanced

Contextual filters [Add](#)

Relationships [Add](#) ▼

Nodequeue: Queue

No results behavior [Add](#)

Exposed form

Exposed form in block: No

Exposed form style: Basic | [Settings](#)

Other

Edit

- On the next Screen just look to see which Queue is checked to know it is the correct one.

CONFIGURE RELATIONSHIP: NODEQUEUE: QUEUE

For All displays

Create a relationship to a nodequeue.

Identifier *

queue

Edit the administrative label displayed when referencing this relationship from filters, etc.

☒ Require this relationship
Enable to hide items that do not contain this relationship

☒ Limit to one or more queues (recommended)

Queues

☐ Home Page Feature Rotator
☐ Document Queue
☒ Test

+ More

Apply (all displays)

× Cancel

Remove

- Set up the blocks and pages just like you would any other view or block.

Option 2: Setting up a Nodequeue in your own view

This can be added to any view whether it's using contextual filters or just regular filters.

1. Navigate to the "View Page" or "block" you wish to use the Nodequeue in.
2. Click on Advanced>Relationships>Add

▼ Staff Member details

Display name: *Staff Member*
clone Staff Member ▼

Title Title: <i>Staff Members</i>	Block settings Block name: <i>Staff Blocks</i> Access: Permission View published content	▼ Advanced Contextual filters Add Relationships Add No results behavior Add Exposed form Exposed form style: Basic Settings
Format Format: Unformatted list Settings Show: Fields Settings	Header Add Footer Add	
Fields Add ▼ Content: <i>Title</i>		

3. Search for and Click Nodequeue in the popup

ADD RELATIONSHIPS ×

For All displays ▼

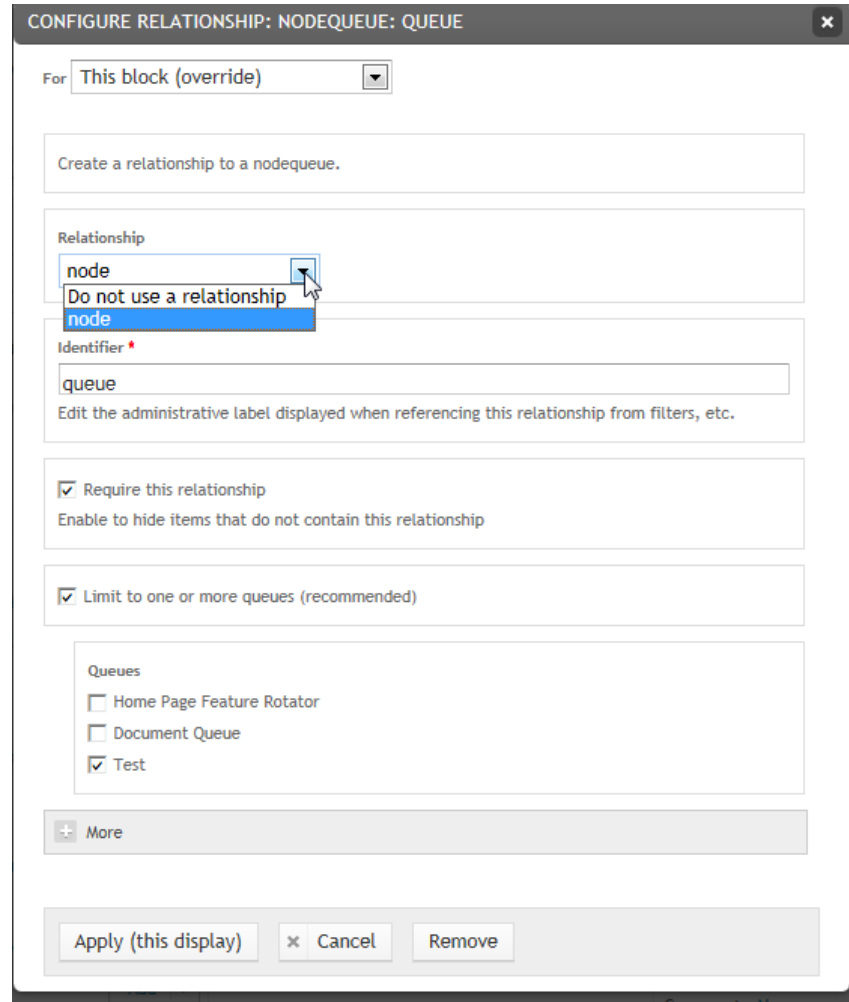
Search
Filter - All - ▼

☒ Nodequeue: Queue
Create a relationship to a nodequeue.

4. Change the dropdown up top to This block/display override
5. Click Apply

6. In the next window click
 - a. “Require this Relationship”,
 - b. Limit to one or more queues(Recommended)
 - c. The Queue you want to use
 - d. If using “Contextual Filters/Relationships” Remember to select Node in the relationship

Drop down



CONFIGURE RELATIONSHIP: NODEQUEUE: QUEUE

For: This block (override)

Create a relationship to a nodequeue.

Relationship

node
Do not use a relationship
node

Identifier *

queue

Edit the administrative label displayed when referencing this relationship from filters, etc.

☒ Require this relationship
Enable to hide items that do not contain this relationship

☒ Limit to one or more queues (recommended)

Queues

☐ Home Page Feature Rotator
☐ Document Queue
☒ Test

+ More

Apply (this display) Cancel Remove

7. Click Apply
8. Next Add and arrange the following sort Criteria like you would any other

ADD SORT CRITERIA

For

This block (override)

Search

queue

Filter

- All -

☐ Nodequeue: Added date
The date the node was added to a queue.

☒ Nodequeue: Position
The position of the node within a queue.

☐ Nodequeue: Queue ID

9. Click Apply on this screen above and on the next popup as well
10. Rearrange the Nodequeue to the top or as desired in the “Sort Criteria”

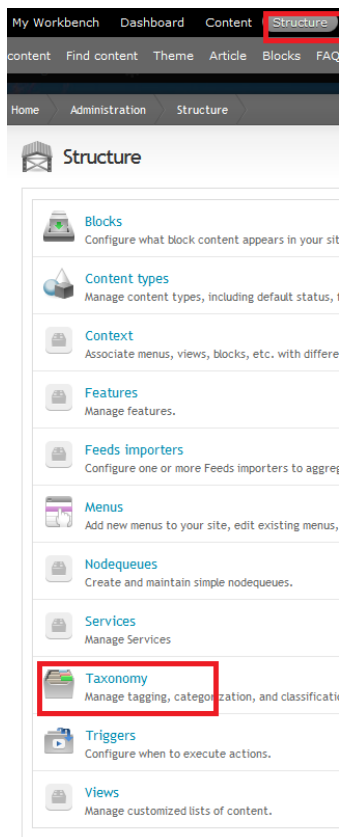
5.5 Taxonomy

Taxonomy is used within your site to place content in different areas. Sometimes you may need to edit, delete, or add new terms to help with the layout of your site. This section covers these topics.

5.5.1 Editing Terms

On your home screen click the “Structure” button in the upper left hand corner, in your admin bar.

Select “Taxonomy” from the list of options.



Click “List Terms” to the right of the vocabulary list called Blog Terms.

Scroll through the list of terms until you find the term you want to edit. Click the edit operation to the right of the term. This is where you can edit the “Name” and “Description” fields for this term.

Click “Save” to complete your term editing form. After clicking “Save” the screen will display a green bar

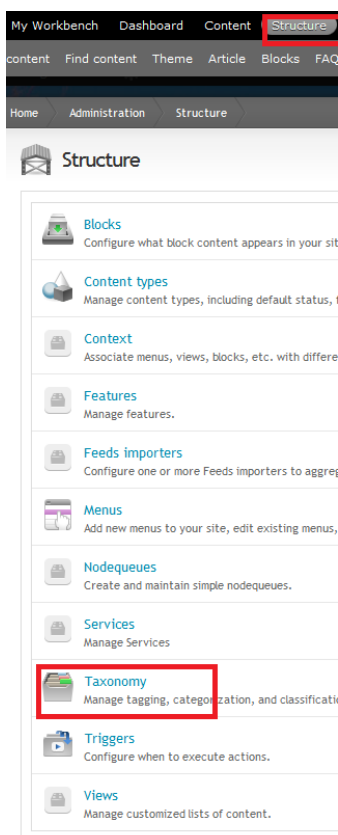
at the top showing that you have successfully edited your term

5.5.2 Deleting Terms

NOTE: This option should only be used if you know for certain that no content is using the selected “related term” on your site. The placement of content in your site is directly tied to its taxonomy term. By deleting a term that is in use you may inadvertently be removing content from pages within your site.

On your home screen click the “Structure” button in the upper left hand corner, in your admin bar.

Select “Taxonomy” from the list of options.




Click “List Terms” to the right of the vocabulary list called Blog Terms.


Please double check terms are not being used by clicking on the blue highlighted word in the list of terms before deleting.

Scroll through the list of terms until you find the term you want to delete. Click the edit operation to the right of the term.

After making sure the correct term is selected for deletion, click “Delete.”



ADOA-ASET



HomeFAQEdit

FAQ

Name *

FAQ

Description

15

Text format Plain text

[More information about text formats](#)

Relations

URL path settings

(Automatic alias)

☒ Generate automatic URL alias

URL alias

blog-terms/faq

URL redirects

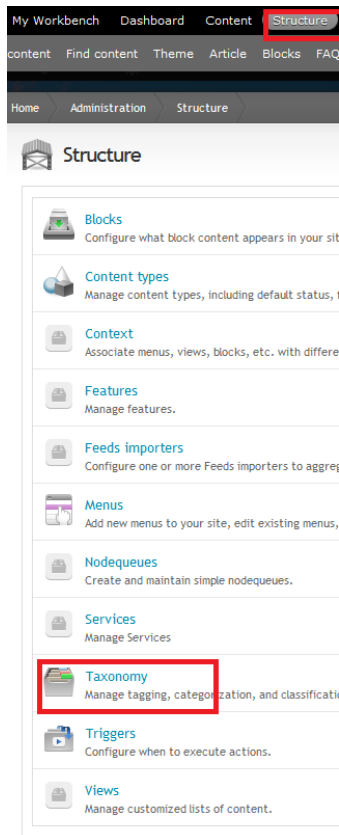
CAPTCHA: no challenge enabled

✓ SaveDelete

5.5.3 Adding Terms

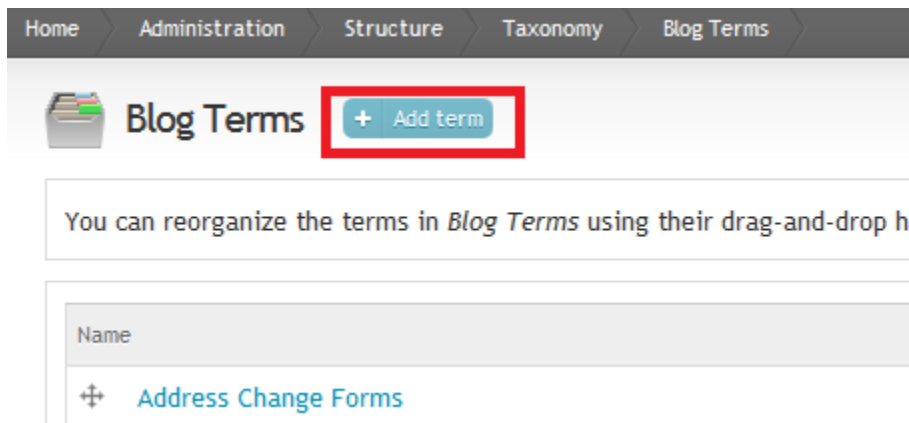
On your home screen click the “Structure” button in the upper left hand corner, in your admin bar.

Select “Taxonomy” from the list of options.



Click “List Terms” to the right of the vocabulary list called Blog Terms.

Once on the Blog Terms page you will see a list of terms. At the top click on “Add term.”



You will see a screen to fill out the information for your new term. Fill in the fields and click “Save.”

Home FAQ Edit

FAQ

Name *

FAQ

✓ Save Delete

Description

15

Text format Plain text

[More information about text formats](#)

Relations

URL path settings

(Automatic alias)

☒ Generate automatic URL alias

URL alias

blog/terms/faq

URL redirects

CAPTCHA: no challenge enabled

Your term is now ready to use within the content and views/blocks within your site.

5.6 Context

On some sites context was used as another method to place content throughout the site. If it was used for your site please refer to your context guide that was provided to review the details of how to adjust the layout of your site using this method. If you did not receive a context guide, then your site is most likely not using context.